

UNDERGRADUATE BUSINESS RÉSUMÉ

For a review, e-mail: careers@utep.edu

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documents here



Paydirt Pete

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EDUCATION

Bachelor of Business Administration in Finance with minor in Economics Expected: 5/20XX
Human Capital Management Certificate Awarded: 8/20XX
The University of Texas at El Paso (UTEP) Overall GPA: 3.5/4.00 | Major GPA: 3.8/4.00
Study Abroad: Global Business Environment course in Dublin, Ireland 3/20XX

Honors:
Dean's List – Fall 20XX, Spring 20XX and Fall 20XX

Relevant Coursework:
Business Finance | Investments | Managerial Finance | Portfolio Analysis

RELEVANT EXPERIENCE

Finance Intern 6/20XX – Present
Helen of Troy El Paso, TX
Create a guide for international tax transactions to comply with legal requirements in Europe and Latin America
Perform analysis and make recommendations to ensure compliance in IT procedures with relevant laws and statutes
Calculate royalty payments and reconcile quarterly accruals for Health and Home products (\$100M+ gross sales)
Develop visual diagram of the month-end closing process by department as a detailed guide for internal reporting

Professional Development Student Assistant 9/20XX – 5/20XX
UTEP College of Business Administration Undergraduate Advising El Paso, TX
Served as student advisor for the Business College Council and its 14 student organization presidents
Verified student organization travel forms and reconciled expenses against travel budget of around \$300 per student
Ensured customer service by assisting around 20 students per hour at the front desk
Generated and distributed weekly and monthly Advisor Trac reports to four full-time department advisors

LEADERSHIP & VOLUNTEER ACTIVITIES Organize at least three community service activities per semester
Lead fundraising efforts reaching \$2,000 for five members' travel expenses to attend national conference

Active Member (5 hours a month) 10/20XX – Present
Association of Latino Professionals for America (ALPFA) at UTEP El Paso, TX
Develop professional skills through weekly interactive activities and workshops
Contribute to the improvement of the El Paso community through 14 hours of community service per semester
Fundraise over \$500 by seeking sponsorships from local businesses and selling raffle tickets across campus

Volunteer Adoption Counselor 6/20XX – 8/20XX
Humane Society of El Paso El Paso, TX
Helped up to five families per shift fill out paperwork and interact with dogs for five-ten hours per week
Organized five schedules for volunteers to wash five to seven dogs per day

SKILLS

Extensive use of MS Word, PowerPoint and familiar with Excel (Pivot Tables, VBA, VLOOKUP)
Trilingual: Fluent in Spanish and English, Basic French
Knowledgeable in Tableau, SIE, Python, SQL

