

# Before

## New Grad 3

Your name@neu.edu

### School Address

555 Any Street  
Apt. # 11  
City, M.A. 55555

### Home Address

555 Any street  
City, N.Y. 55555

### EDUCATION

#### **Northeastern University**

#### **College of Business Administration**

Major: Finance & Entrepreneurship

Minor: Communications, Organizational Communications

Activities: Finance Club ('06-Present), International Business Club ('06), Hillel Group

#### **High School**

Graduated with Honors and received XYZ Award

Activities: Peer Counselor ('04-'06), Varsity Soccer (03-'06'),

Yearbook editor (05-'06), Founder and President of AIDS WALK

team ('04-'06), Admissions Ambassador ('03-'06), Environmental Committee ('04-'06)

### COMMUNITY SERVICE/ ACTIVITIES

#### **Walk For a Cure**

##### Volunteer

Made signs and goody bags for preparation of the walk.

Set up tents and then handed out water/food/snacks to

participants at the finale of the walk and well as cheer

people on as they finished.

#### **Hurricane Katrina Relief**

##### Volunteer

Spent one week in Pass Christian, MI helping Americorp with

hurricane relief. We worked in teams to clean up, cook and serve food for displaced people, cleaned out and

guttled a house, organized clothes and goods sent to the relief center.

#### **AIDS WALK NY**

##### Volunteer and Team leader

Helped to raise money to find a cure and provide research for AIDS.

Organized fundraisers such as bake sales, and lead group meetings.

### WORKEXPRIENCE

#### **Your Favorite Jewelry** Designed by New Grad 3

##### Owner/ Designer

Started a jewelry company that specializing in handmade gemstone jewelry. I design, hand-make, market,

and sell my own Jewelry and have products in a store in Bennington V.T., Milton, N.Y. and Highland N.Y., as

well as host home jewelry shows.

#### **Company Name and Country Bake Shop**

##### Assistant Manager

Worked as an assistant manger to a family owned and operated business. The business open in May 2007

and I was responsible for all activities ranging from ordering and pricing products, advertising and making

slogans, building a website and baking in the bakery.

#### **Event Temps**

##### Caterer

Caterer events all over Boston/Cambridge area.

#### **Company Name Fruit Distributors**

##### Executive Assistant

Documented Meetings, Arranged Meetings, Met with Current & Prospective Customers. I also did secretarial

duties and learned a lot about the organization of how a business runs.

### HONORS

#### **Honor Roll**

Received throughout entire high school career.

#### **Effort List**

Received during various marking periods, recognizing thorough effort and hard work inside and outside the

classroom.

#### **XYZ Award in Humanities**

Acknowledges a hard working mentality, leadership persona, and extreme charisma

### SKILLS

**Computers:** Proficient in Microsoft Word, Excel, PowerPoint, and the internet. Mediocre knowledge in

QuickBooks. Experience in Customer Service and Sales

# New Grad 3

# After

55 Your Street • Apt #2 • City, MA. 55555 • 555-555-5555 • youname@gmail.com

### EDUCATION

Northeastern University, Boston, MA

Bachelor of Science, Business Administration, May 2011

Dual Concentration: Finance and Entrepreneurship

Minor: Organizational Communications

#### **G.P.A. 3.4, Dean's list 2007-2008**

Awards and Honors: Mount Holyoke Award for Achievement in Leadership & Charisma

### EMPLOYMENT

#### **General Electric- GE Sensing, Billerica, Massachusetts**

**January 2008- June 2008**

##### *Finance Intern (FMP)*

- Monitored and organized the account reconciliation system for all 75 Sensing & 50 Inspection Technology sites
- Responsible for the closing of the General Ledger during fiscal month and quarter end (included updating the GL)
- Created and entered journal entries, transaction detail reports and balanced out internal borrowings (process known as Due To Due From) at month and quarter end
- Performed extensive account analysis to ensure that proper accounts were being used by each site
- Worked on corporate reporting (including Data Request submissions) which required the ability to navigate through multiple accounting systems to obtain the correct information requested
- Attended and participated in meetings with GE HQ staff
- Created and developed a new GL template to be made more useful for data analysis
- Lead projects to enhance user friendliness and save time on administrative duties by creating new excel templates

#### **Your Favorite Jewelry by New Grad 3, City, New York**

**February 2002 - Present**

##### *Owner/Designer*

- Design and manufacture one of a kind jewelry pieces for retail clients
- Perform continuous jewelry trend analysis and market research to open new markets and increase client base
- Identify potential suppliers and negotiate prices for materials
- Organize and produce jewelry shows for retail clients

#### **Name of Company and Country Bake Shop, Milton, New York**

**April 2007 - December 2008**

##### *Assistant Manager*

- Conceptualized and developed brand, a subsidiary of a global fruit distributing firm
- Differentiated brand through local market competitive analysis
- Developed and implemented print and radio marketing campaign
- Identified suppliers and negotiated prices for fruit, vegetables, and bakery items
- Organized store layout and displays & Prepared work schedule for employees
- Worked cash register, balanced daily cash receipts, and prepared daily bank deposits

#### **Name of company Fruit Distributors, Milton, New York**

**Summer 2001-2006**

##### *Intern – Harvesting, Packaging, Sales, Distribution, Office*

- Participated in processes of apple brokerage and distribution including harvest, cleaning, separating, storage, ordering, shipping, and delivery
- Participated in and documented sales meetings, answered phones, greeted buyers
- Processed accounts receivable, accounts payable, and tracked inventory

### COMMUNITY SERVICE AND ACTIVITIES

Finance Club, MIS Club, NSCS College honors, Community Service- Walk for a cure, AIDS WALK NY, and Hurricane Katrina Relief

### COMPUTER SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Outlook & GE Accounting systems including Oracle, Critix ADI,

GBS (Account Reconciliation tool), BASS, GOLD ID