
Thomas Q. Student

112 River Road, Chattanooga TN 37403

Phone: (423) 456-1237, E-mail: Thomas-Student@utc.edu.utc.edu

OBJECTIVE

Seeking opportunity with a leading financial institution to learn and develop in the various areas of the financial services field. Long-range objective is to attain the position of financial services representative, financial analyst, portfolio manager or securities analyst.

EDUCATION

Bachelor of Science Business Administration

Major: **Finance**

University of Tennessee at Chattanooga

Expected Graduation Date: August 2009

Grade Point Average: 3.6/4.0

RELEVANT KNOWLEDGE/SKILLS

Finance Knowledge/Skills

- **Relevant coursework completed:** Investments, Financial Institutions and Markets, Money and Banking, Intermediate Financial Management and Intermediate Financial Management
- **Treasurer:** Finance Management Association, a student organization for Finance majors. Responsibilities included collecting fees, maintaining accounting records and disbursing funds

Sales/Customer Service Skills

- Skilled to effectively present product information gained through sales associate work
- Ability to resolve customer complaints/issues using effective communication skills

Computer Knowledge

- Proficient in Microsoft Word, Excel and PowerPoint

WORK HISTORY

Salesperson	Mary Kay, Chattanooga, TN 37421	11/2008-present
Sales Associate	XYZ Sales, Chattanooga, TN 37421	10/2007-present

Sarah Student

115 River Street
Chattanooga, TN 37403
(423) 283-1234
Sarah-Student@utc.edu

Objective

Obtain an entry-level Human Resources position at XYZ company.

Education

Bachelor of Science in Business Administration: Human Resources

University of Tennessee at Chattanooga

GPA: 3.1

Graduation date: May 2009

Relevant Coursework

- Human Resource Management • Industrial Relations • Compensation Management • HRM Staffing

Relevant Skills/Experience

Training/ Instruction

- Training new employees in sales and customer service
- Instructing patrons in library reference search techniques

Administration/ Supervision

- Completing internet research and basic office duties
- Organizing office files, records, etc.
- Overseeing inventory and audit of product
- Participating in employee interviewing and selection
- Developing advertising signs and displays

Computer/ Internet

- Proficient in MS Office, MS Excel, MS Access and MS PowerPoint
- Performing Internet research

Work History

- | | | |
|------------------|---|------------------------|
| Sales Associate | Abercrombie Fitch, Chattanooga, TN | March 2008 - present |
| | <ul style="list-style-type: none">• Train new employees• Participate in employee interviews and selections• Oversee inventory and audit of product• Open and close, including nightly deposits | |
| Office Assistant | UTC College of Health and Human Services | June 2007- March 2008 |
| | <ul style="list-style-type: none">• Performed Internet research• Organized office files, records, etc.• Responded to office inquiries | |
| Page | Chattanooga-Hamilton County Bicentennial Library | Oct. 2006 - March 2007 |
| | <ul style="list-style-type: none">• Instructed patrons on reference search techniques• Searched for information via the Internet• Organized materials for shelving, circulation and check in/out | |

Alice Student

314 UTC Place
Chattanooga, TN 37401
Home: (423) 755-1234
Email: alice-student@utc.edu

Objective To obtain an entry-level position in the field of marketing at XYZ Company

Education **Bachelor of Science in Business Administration: Marketing**
University of Tennessee at Chattanooga
Expected graduation: August 2009
Overall GPA: 3.4/4.0

Related Coursework

- e-Marketing • Personal Selling and Sales Force Management • Retailing
- Consumer Behavior • Marketing Research • Marketing Problems

Relevant Skills/ Abilities

Communication

- Handled telephone communications with bank customers at Georgia Bank
- Conducted visitor group presentations at the Tennessee Aquarium
- Utilized effective oral and written communication within work groups at UTC

Customer Service

- Developed effective customer service skills as Bank Teller with Georgia Bank
- Handled customer service issues as Customer Relations Associate with the Tennessee Aquarium
- Resolved customer service issues regarding banking transactions as Bank Teller with the Georgia Bank

Computer

- Proficient in MS Office, MS Front Page, MS Outlook, MS Internet Explorer, HTML, Windows, Jasc Paint Shop Pro /Animation shop

Work History

- Work Study Student, University of Tennessee at Chattanooga, 2008- present
- Bank Teller, Georgia Bank , summers and Christmas 2005 -2008
- Customer Service Associate, Tennessee Aquarium, Summer 2005

Honors and Activities

- Golden Key Honor Society
- Phi Eta Sigma Honor Society
- Alpha Lambda Delta Honor Society
- American Marketing Association
- Alpha Delta Pi Sorority
- Recruitment Counselor

Suzy Q. Student

4321 Oakdale Ave., East Ridge, TN 37412

Phone: (423)624-9179, E-mail: SuzyQ-Student@utc.edu

OBJECTIVE

Entry level sales position at XYZ Company

PERSONAL PROFILE

- Self-motivated
- Goal-oriented
- Competitive
- Customer service-oriented

EDUCATION

Bachelor of Science Business Administration: Finance

University of Tennessee at Chattanooga

Graduation Date: May 2009

Grade Point Average: 3.6/4.0

RELEVANT KNOWLEDGE/SKILLS

Sales/Customer Service

- Ability to effectively communicate product information, often involving complex financial options
- Knowledge of techniques required to close sales
- Strongly motivated to interact with people and address customer requirements
- Experienced in the sale of bank products and annuities

Teamwork/Leadership

- Ability to function in highly competitive environment, e.g., athletics
- Knowledge of leadership techniques acquired through captaincy of various athletic teams
- Skill to participate as effective team member
- Ability to self actualize and achieve goals with initiative and independence

Computer

- Proficient in Microsoft Word, Excel and PowerPoint

WORK HISTORY

Financial Service Representative	First Volunteer Bank, Chattanooga, TN	7/08- present
Assistant Manager	Sam & Libby, Chattanooga, TN	11/06-3/07
Sales Associate	Gymboree, Chattanooga, TN	10/05-5/06

OTHER EDUCATION/ASSOCIATIONS

Licensed Life Insurance Agent

American Institute of Banking Consumer Lending Course (currently attending)

Member, Middle Tennessee State University Volleyball Team (2006 - 2007)

Member, **Beta Alpha Psi** Academic Fraternity (2006)

Brian P. Student

Current Address:

936 Mountain Creek, Apt. 0-155
Chattanooga, TN 37405
Phone: (423) 875-2758
Email: bt1945@hotmail.com

Permanent Address:

2713 Stevens Grove Rd.
Chapel Hill, TN 37034
(931) 364-2397

Objective An entry-level Management or Human Resources position at XYZ Company

Education Bachelor of Science in Business Administration
Double Major, Business Management and Human Resources
University of Tennessee at Chattanooga
Expected graduation: August 2009

Relevant Coursework

Management • Management Science • Strategic Management • Management Concepts, Theory and Practice

Human Resources • Human Resource Management • Industrial Relations • Compensation Management
• HRM Staffing

Relevant Skills/Abilities

Communication • Effective student tutor
• FCA speaker for Hamilton County Middle Schools
• Experienced coach and mentor
• Excellent oral and written communicator

Leadership • **Chairman**, Student Athlete Advisory Council, 2001 - present
• **Participant**, Southern Conference Leadership Institute, July 2001
• **Editor/Publisher**, first newsletter for the Student Athlete Advisory Council, 2001
• **Athletic Leader**, varsity golf team, 4 years

Management • Assistant Farm manager responsible for all aspects of agriculture management
• Supervisor of up to ____ farm workers
• Member of College Entrepreneurial Organization

Computer • Proficient in MS Office, MS Front Page 2002, MS Outlook, MS Internet Explorer 5.0, HTML 4.0, Windows 98/2000, Jasc Paint Shop Pro 7/Animation shop 3

Work History • Assistant Manager Big Oak Farms 6/2008 - present
• Entry-level employee Panovine Farms 6/2006 - 6/2008

Honors • Boys State Delegate
• Three-year letterman, UTC Football Team, 2005 - 2008
• Nashville Banner mid-state honorable mention for football, 2005
• TC Thompson Children's Hospital Volunteer

Mark Student

8014 Sue Drive
Ooltewah, TN 37363-9018
(423) 894-0855
marks@yahoo.com

Objective

An entry-level or Human Resources position at XYZ Company

Education

Bachelor of Science in Business Administration: Human Resources

University of Tennessee at Chattanooga

GPA: 3.1

Graduation date: May 2009

Relevant Coursework

- Human Resource Management • Industrial Relations • Compensation Management • HRM Staffing

Relevant Skills/Experience

Training/ Instruction

- Train new employees in sales and customer service
- Instruct patrons in library reference search techniques
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Administration/ Supervision

- Complete internet research and basic office duties
- Organize office files, records, etc.
- Oversee inventory and audit of product
- Participate in employee interviewing and selection
- Develop advertising signs and displays

Computer/ Internet

- Proficient in MS Office, MS Excel, MS Access and MS PowerPoint
- Perform Internet research

Work History

- | | | |
|------------------|---|------------------------|
| Sales Associate | Diana's Hallmark, Chattanooga, TN | March 2008 - present |
| | <ul style="list-style-type: none">• Train new employees• Participate in employee interviews and selections• Oversee inventory and audit of product• Open and close, including nightly deposits | |
| Office Assistant | UTC College of Health and Human Services | June 2007- May 2008 |
| | <ul style="list-style-type: none">• Perform Internet research• Organize office files, records, etc.• Respond to office inquiries | |
| Page | Chattanooga-Hamilton County Bicentennial Library | Oct. 2006 - March 2007 |
| | <ul style="list-style-type: none">• Instruct patrons on reference search techniques• Search for information via the Internet• Organize materials for shelving, circulation and check in/out | |

Nicholas Student

20 Mason Drive, #422
Chattanooga, TN 37415
423 265 1830 {423 316 2992 (mobile)}
nstudent@hotmail.com

Objective An entry-level marketing or management position at XYZ Company

Education **Bachelor of Science in Marketing**
University of Tennessee at Chattanooga
Expected graduation: August 2009
Overall GPA: 3.6
Marketing GPA: 3.7

Relevant Management/ Marketing Coursework

Marketing e-Marketing • Personal Selling and Sales Force Management • Retailing
• Consumer Behavior • Marketing Research • Marketing Problems

Management • Entrepreneurship and Enterprise • Strategic Management • Innovation and Creativity in Business

Relevant Skills/Abilities

Communication • Effective student tutor
• Experienced coach and mentor
• Excellent oral and written communicator

Leadership • Chairman, Student Athlete Advisory Council, 2006 - present
• Participant, Southern Conference Leadership Institute, July 2006
• Editor/Publisher, first newsletter for the Student Athlete Advisory Council, Spring 2005
• Athletic Leader, varsity golf team, 4 years

Computer • Proficient in MS Office, MS Front Page, MS Outlook, MS Internet Explorer, HTML, Windows
• Designed and evaluated databases for Fred Bamber, Ltd, Summer 2005

Work History • Student Tutor, University of Tennessee at Chattanooga, Fall 2007- present
• Student Assistant, University of Alabama Golf Course, Tuscaloosa, AL, 2006-2007
• Temporary work placement, McCann Erickson, Manchester Eng., April 2006
• Personal Assistant for Operations Mgr., Fred Bamber Ltd., Preston Eng., 2005 - 2006

Honors • Academic All-American, 2008-present
• Southern Conference Honor Roll, 2007-present
• Dean's List, 2006-present
• Athletic Director's Honor Roll, 2006-present
• Golden Key International Honor Society
• NCAA Fiscal Integrity Certification Committee

Interests Health and fitness, tennis, web design, computer applications, personal development

Melissa Student

7701 Moses Rd.
Hixson, TN 37343
(423) 847-8200
mstudent78@aol.com

Objective

An entry-level Marketing position with emphasis on advertising in XYZ Company

Personal Profile

- Highly organized, with effective time management skills
- Able to handle multiple tasks under pressure and consistently meet schedules
- Excellent written, oral and interpersonal skills
- Thrive on working in a challenging work environment

Education

Bachelor of Science in Business Administration: Marketing

University of Tennessee at Chattanooga, Expected graduation: August 2009, Overall GPA: 3.2

Beta Alpha Psi Member, 2008

American Marketing Association Member, 2006-2008

Relevant Coursework

- Principles of Selling • Sales Management • Marketing • Advertising • Retailing
- Marketing Research • Marketing Problems • Management Information Systems

Relevant Skills/Abilities

Sales

- Developed sales skills as Sales Associate
- Learned to present product information as Sales Associate and Server
- Utilized communication and interpersonal skills as Sales Associate and Server

Customer Service

- Developed effective customer skills as Sales Associate and Server
- Resolved customer service issues as Cashier and Server
- Applied good customer service practices/principles as Sales Associate, Cashier and Server

Computer

- Proficient in Microsoft Word, Excel and PowerPoint, Lotus Notes, Word Pro and Freelance
- Experience with IBM System 390 Income and Expense Support

Professional Experience

Accounting Internship

IBM Corporation

2008 - 2009

- IBM System 390 Income and Expense Support
- Processed billings, correction journals, check requests
- Conducted and reported monthly department error reports and ledger reviews
- Analyzed and journaled monthly labor/burden reconciliation
- Assisted in monthly and yearly closing
- Provided support for sites in Austin, TX, Rochester, NY and Poughkeepsie, NY

