

# FirstName LastName

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## SUMMARY STATEMENT

College educated with 3 years of managerial experience working in Finance, Operations and Customer Relations. Strives to exceed professional and personal goals. Strong written and verbal communication skills.

## PROFESSIONAL SKILLS

<b>Education</b>	Bachelor of Business Administration in Finance from St. Bonaventure University.
<b>Employment</b>	My self-motivation, hard work and dedication all contribute to the continuing success of my employer. Technically competent. Natural leader and team player.
<b>Personal</b>	Strong work ethic with a positive approach. Continuously striving to achieve goals and exceed expectations. Organized and focused.
<b>Skills</b>	Microsoft Office, Google Drive, Basic Spanish

## PROFESSIONAL WORK EXPERIENCE

**Financial Manager**, May 20XX – Present  
**ABC Company**, Buffalo, NY  
**Salary:** \$XX,XXX per year  
**Job Type:** 40 hours per week, Full-Time  
**Supervisor:** Jack Dane, (012) 345-6789

*Lead the planning and forecasting of all financial processes with business partners in order to achieve company goals. Researched market trends and used information to stimulate revenue and business growth. Oversaw the management of profitability, sales, finance, risk management, and guest relations.*

## OTHER WORK EXPERIENCE

**General Merchandise Team Leader**, May 20XX – April 20XX  
**Target**, Buffalo, NY  
**Salary:** \$XX per hour  
**Job Type:** 40 hours per week, Full-Time  
**Supervisor:** Jane Doe, (123) 456-7890

*Provided direction and feedback to workers during all shifts. Scheduled employee shifts and assigned duties during those shifts. Trained and coached new employees following all corporation regulations. Established clear goals and expectations and held team members accountable to expectations.*

**Finance Intern**, June 20XX – August 20XX  
**JKL Corporation**, Buffalo, NY  
**Salary:** \$XX per hour  
**Job Type:** 40 hours per week, Summer Internship  
**Supervisor:** John Dore, (987) 654-3210

*Reviewed current trends in the finance industry and created presentations for clients and upper management. Worked with financial consultants on account listings as well as accounts payable, accounts receivable, and payroll specialist on special projects.*

## **EDUCATION**

**Bachelor of Business Administration in Finance**, May 20XX  
St. Bonaventure University, St Bonaventure, NY, GPA 3.8

## **CERTIFICATIONS/ACHIEVEMENTS**

**Certified Financial Planner Certification**, January 20XX  
CFP Board, New York

## **VOLUNTEER EXPERIENCE / COMMUNITY SERVICE**

**Warming House Soup Kitchen**, October 20XX – March 20XX  
Olean, NY

*Managed the daily activities of the soup kitchen. Delegated tasks to volunteers and ensured guests' needs were being met. Provided a clean and friendly environment for all guests.*

**Make a Wish Foundation Charity Drive**, July 20XX  
Buffalo, NY

*Started fundraiser at XYZ Bank and raised \$XX in 4 weeks from donations given by employees.*

## **CORE COMPETENCIES**

### **Collaboration**

While volunteering at the Warming House Soup Kitchen, it is necessary to work as a team in order to achieve our mission of serving those that are in need. In order for our soup kitchen to run successfully, we need to have volunteers. Over the years, I have established contacts in the area through community outreach and I've shared the importance of the donation of time. In addition, I've built relationships with a local university that promotes the importance of volunteering to their students. Every day, I meet with our volunteers in the morning and provide a clear schedule for the day so that we can work efficiently. I delegate roles that are assigned based on everyone's skill set and I jump in whenever and where I am needed. Lastly, I ask for feedback from our guests to ensure we are meeting their needs so that they are more likely to return.

### **Interpersonal Ability**

As the team leader of a recent group project, I noticed that one team member was not very engaged during several group meetings. After one of the meetings, I met with him one-on-one to find out why he wasn't engaging or participating. He wasn't forthcoming at first, so I continued to ask questions to get to the bottom of what was going on. After some digging, he revealed that he was not comfortable with the project task we assigned to him; as a result we decided to regroup and realign some of the tasks. In the end, he was assigned to a task that was more aligned with his strengths and interests. Moving forward, he was much more engaged in the project and participated more in our meetings.

### **Communication**

Throughout my experience as a manager, I've worked with diverse individuals at different levels in their career. Every time I was introduced to someone new, I shook their hand and held eye contact so that they knew that I was listening. During meetings, I made sure to speak clearly when presenting information so that everyone understood. In addition, I would monitor the room for non-verbal cues to ensure everyone was understanding. At the end of the day, I would send meeting recaps make sure everyone had clear and concise information. This also opened the door for questions and further discussion

### **Flexibility and Adaptability**

I worked at a restaurant at the beginning of the COVID-19 pandemic where we faced many challenges to keep the doors open. Eventually, my position as hostess was eliminated but I was asked to change roles and move to food delivery. For the next several months while the restaurant was not able to offer indoor dining, I pivoted into a delivery role where I had to follow strict COVID-19 safety guidelines and delivered food to patron homes. Although delivery was not my ideal job, I was more than willing to transition into a role that kept me employed while supporting the restaurant owners and community during the peak of the pandemic.

**Organizing and Planning**

As a Financial Manager, I was assigned a heavy case load that included auditing hundreds of accounts for accuracy. I needed to prioritize which accounts were more urgent due to deadlines. I worked closely with my team of auditors to establish short (daily), mid (monthly) and long-term (quarterly) goals. We also held weekly meetings on Mondays to review the week before and to make sure we were using our time and resources efficiently going into the next week.

**Initiative**

I recall a situation from my last job at Target where two (2) colleagues called off for the same shift during the busy holiday season. The workload was particularly heavy that day and our team was struggling to handle it all. I volunteered to stay late to help get as much done as possible. Staying late meant working overtime which would equate to a 12-13 shift in total. It would be a long day for me but this felt like the right thing to do for our team and a company I felt passionate about.

**Problem Solving and Judgement**

In my role as a Financial Manager, I was responsible for researching the market trends and then taking that information and analyzing it to make decisions to benefit the organization. Within my team we were responsible for predicating revenue and business growth. The old process was tedious and time consuming and there were programs that would do the manual labor for us. I researched and compared various products to change how our work was completed. I pitched the new program to the executive team and they were pleased with the product which resulted in us purchasing the new system. With the new system in place we are able to spend more time collaborating and boosting the company's performance.

**Leadership**

During my time as the Warming House Soup Kitchen Manager I was tasked with being the leader and manage day to day tasks to ensure meals were being served in a timely manner. As the manager, it was my job to direct the volunteers and other members toward a common goal of serving a healthy and tasty meal to all. It was my role to provide tasks and encouragement as we worked throughout the day to deliver the meal. I was responsible for developing a list of what needed to be accomplished throughout the day and ensured the volunteers had an understanding of their role.