

JORDAN JOBS

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EDUCATION

Bachelor of Arts in Accounting, Minor in History

Anticipated Graduation: May 20XX

Augsburg University, Minneapolis, MN

Presidential Scholarship, GPA: 3.2

INTERNSHIP EXPERIENCE

First National Bank, Minnetonka, MN

October 20XX – May 20XX

Audit Intern

- Collaborated closely with senior managers at client offices preparing the legal financial documents
- Provided assessment and opinion on best practice for assuring a business is legally fulfilling its financial and fiscal responsibilities

Tax Intern

- Shadowed CPAs and site managers to provide customers with over \$20 million in tax refunds
- Prepared federal and state income taxes for low-income families and individuals
- Partnered with organizations and individuals to structure transactions and operations in a tax-effective manner, mitigate tax risk and comply effectively with tax laws

WORK EXPERIENCE

Target, Minneapolis, MN

January 20XX – Present

Cashier

- Process customer cash and credit transactions verifying accuracy
- Promote store rewards programs and sign up interested customers
- Ensure a welcoming environment by greeting customers and provide solutions to concerns and questions

Applebee's, Hopkins, MN

September 20XX – Present

Server

- Prepare and process customer transactions, accurately reconcile cash receipts and drawers
- Ensure fair and equitable distribution of tips between 7 servers
- Developed strong multitasking skills by working in a fast-paced environment and managing tables and take-out orders simultaneously

Chili's, Minnetonka, MN

October 20XX – September 20XX

Server

- Trained 5 new servers on restaurant procedures and operations
- Exceeded expectations on yearly performance review, voted top server by management

TECHNICAL AND LANGUAGE SKILLS

- Microsoft Office (Word, PowerPoint, Excel)
- Statistical Package for the Social Sciences (SPSS)
- Fluent in German