**First Name “Nickname” Last Name**

Houston, Texas 77204

Cell: (832) 842-6120; Email: [hirebauer@uh.edu](mailto:hirebauer@uh.edu)

U.S. Citizen; Willing to relocate within the U.S.

LinkedIn:

**OBJECTIVE**

To obtain a full-time position utilizing xx, xx and xx skills. (You can customize your objective for each position. Select your favorite skills to use. Use industry buzzwords if possible.)

**EDUCATION**

1. T. Bauer College of Business, University of Houston, Houston, Texas

**Bachelor of Business Administration in (Insert Major), Minor in (Insert Minor), Dec. 2015 Entrepreneurship Certificate, May 2014**

**(Insert Major) G.P.A.: 3.48; Cumulative G.P.A.: 3.14**

* + Financed 70% of educational expenses through continuous employment

**HONORS AND AWARDS**

Dean’s List: Spring 2013, Fall 2012, Spring 2011, Fall 2010 Acme International Scholarship, 2012-2014

**EXPERIENCE**

**Teller**

ABC Bank, Houston, Texas, Nov.2012 – Present

* Process checking and savings account deposits
* Market branch sales promotions and products to customers
* Respond to customer service inquiries and resolve account service issues
* Help train four incoming employees on branch procedures and policies

**Sales Associate**

UH Bookstore, Houston, Texas, Nov. 2011– Oct. 2012

* Managed and handled up to $1,500 in cash and credit card payments daily
* Assured outstanding customer service to all faculty, staff and students while on sales floor
* Assisted with marketing campaigns, visuals, purchase orders and re-stocked products
* Trained 14 new employees on opening and closing procedures and store policy
* Represented store at three university events per semester

**ACTIVITIES**

Asian Business Student Association, Fundraising Committee Member, Fall 2011-present

* Work with a team of five fellow students to put together four bake sales each semester
* Raise an average of $2,500 per semester through campus events Houston Museum of Natural Science, Volunteer Greeter, 2011

**SKILLS**

Microsoft Excel, Access, Word, PowerPoint, Outlook, Photoshop, Java

Fluent in English and Vietnamese