**First Name “Nickname” Last Name**

Houston, Texas 77204

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

LinkedIn:

U.S. Citizen

**SUMMARY**

Fluent in English/Vietnamese. Three years of banking experience and a year of sales experience.

**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 (worked 30h/week and attended school full-time)

**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
* Helped 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
* Provided 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 policies
* Represented store at three university events per semester reaching over 250 students per event

**ACTIVITIES**

Asian Business Student Association, Fundraising Committee Member, Fall 2011-Dec. 2015

* 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