**JORDAN JOBS**

Minneapolis, MN 55454 • 612-555-0000 • sample@gmail.com • LinkedIn URL (Optional)

**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 mangers 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