 Name

xxxxxxx@xxx.edu

|  |  |
| --- | --- |
| **Current Address:**xxxx TerraceGainesville, Florida 32608Mobile: (xxx) xxx-xxxx | Permanent Address:xxxx Riviera ShoreOrlando, Florida 32817Phone: (xxx) xxx-xxxx |

**OBJECTIVE:** Seeking an INROADS Internship where I may use my finance background and interpersonal skills to further company growth

**EDUCATION: University of Florida, Gainesville, Florida**

 **Bachelor of Arts in Finance**

 **Minor in Mass Communications**

 **GPA 3.03/4.0 Expected graduation date: May 2012**

## RELEVANT COURSES:

|  |  |  |
| --- | --- | --- |
| * Marketing
* Managerial Accounting
* Statistics for Business
 | * Managerial Economics
* Management
* Financial Accounting
 | * Principles of Finance
* Legal Environment of Business
* Operations Management
 |

## EXPERIENCE:

**Office of Community Service, Gainesville, FL Office Assistant January 2009 – Present**

* Market services related to learning and community service using multiple channels of distribution to students at the University of Florida
* Communicate directly with students, faculty, staff, and community contacts via traditional and electronic means
* Organizing Spring 2009 Volunteer Fairs, which involves coordination of over 50 volunteer agencies

**Ann Taylor, Orlando, FL Client Associate** **May 2008 – December 2008**

* Responsible for direct sales of company merchandise
* Achieved 7% of daily gross sales for this Orlando location
* Recognized as top employee for credit card activations during Summer 2008

## LEADERSHIP:

**Indian Student Association Dance Director** **September 2008 – Present**

* Recruit, produce, and manage a dance group of 12 members for an annual celebration
* Coordinate 2003 National Gandhi Day of Service involving over 100 members

**South Asian Student Alliance Co-Chair June 2007 – May 2009**

* Directed and managed cultural programming for South Asian Student Alliance (SASA)
* Coordinated nationwide dance competition involving over a dozen South Asian student organizations

## ACTIVITIES/AWARDS:

* International Business Society Member January 2009 – Present
* CHAMPS Mentoring program Public School Mentor May 2007 – Present
* Florida Women in Business Member May 2007 – Present
* Business Administration College Council Member December 2006 – Present
* Florida Bright Futures Scholarship Recipient September 2006 – Present

**TECHNICAL / NON-TECHNICAL SKILLS**:

* Fluent in Hindi
* Microsoft Word, Excel, PowerPoint

***This resume has been provided by INROADS for the sole purpose of placement in an INROADS internship.***

***Thus, the hiring of this candidate constitutes an INROADS placement.***