

Thomas Gibbons

Email: T.Gibbons@net.com

Phone: (305) 555-1212

Address: 111 Wharf Drive, Miami Florida 33222

EDUCATION:

STATE UNIVERSITY, Miami, FL

Bachelor of Science in Business Administration, July 2009 - May 2011

Relevant Courses: Financial Accounting, Managerial Accounting, Finance, Microeconomics, Macroeconomics

STATE COLLEGE, Miami, FL

Associate in Arts in Liberal Arts, Feb 2008 - June 2009

Graduated with High Honors, Dean's Honor List

4th place in round 2 of the 2007-2008 National Mathematics Competition

Associated Student Government Award Scholarship

EXPERIENCE:

STUDENT COUNSELING CENTER, Miami, FL

Counselors' Assistant. [May 2008 - June 2009]

- Selected from dozens of applicants for this position.
- Communicated with international students with different backgrounds to identify the situation, provided access to information, and direct students to resources; also provided guidance via phone.
- Assisted counselors by gathering relevant information in advance and scheduling appointments.
- Executed the student service by arranging sign-ups and budgeting time slots; initiated effective walk-in list management and filing rules; shaped task routines; clarified duties of different assistants; trained new hires; resolved problems of responsibility shift and unsafe housing sources.
- Coordinated between offices; represented the office in special projects like International Day, campus tour, new student information seminar, and graduation dinner.

PLAY & MUSIC, Miami, FL

Intern. [Summer 2007]

- Assisted the teachers during class by guiding children using proper language and manners; translated the teachers' words to parents.
- Worked with teachers to manage the schedule and class preparation.
- Bridged the parents and teachers by providing useful resources. Accomplished effective customer service.

BOOK DISTRIBUTION COMPANY, Miami, FL

Assistant Staff. [May 2008 - June 2009]

- Expanded target consumer group using effective marketing techniques; engaged in making business decisions..
- Performed customer service to different group of people.
- Traveled to attend book fairs and gathered market information.
- Assisted the inventory management, helped keep record of the selling and buying of books.

ACTIVITIES:

STUDENTS GROUP, [Sept 2008 – Dec 2008], State College

commissioner.

- Coordinated clubs and promoted club activities to improve communication between clubs.
- Got advice from students and generated improvement ideas.

STUDENT FORUM, [Sept 2008 – Dec 2008], State College

Liaison.

- Organized events for over 50 students.
- Participated in the officer team management and brought up ideas for club improvement.

HONOR SOCIETY, [Sept 2008 – Dec 2008], State College

Member.

- Participated in volunteer work.

SKILLS & INTERESTS:

- Microsoft Office
- Fluent English/Spanish

AFFILIATIONS

FRATERNITY, [Sept 2009 - Present], *Finance Assistant*

THOMAS GIBBONS

111 Wharf Drive ~ Miami, Florida 33222

305-555-1212

T.Gibbons@net.com

EDUCATION & CERTIFICATIONS

STATE UNIVERSITY, Miami, Florida

Bachelor of Science in Business Administration, Anticipated May 2011

- Relevant Courses: Financial Accounting, Managerial Accounting, Finance, Microeconomics, Macroeconomics
- Cumulative GPA: 3.7
- Certification, Undergraduate Corporate Valuation, September 2009

STATE COLLEGE, Miami, Florida

Associate in Arts in Liberal Arts, June 2009

- Student Mathematics League Certificate of Merit for outstanding achievement in the 2007-2008 National Mathematics Competition: 4th Place at State College in round 2
- Associated Student Government Award Scholarship for outstanding performance in Associated Student Government
- Honor Society, active participation in volunteer services and good academic standing
- Phi Theta Kappa International Honor Society Certificate, active participation in volunteer services and good academic standing
- Graduated with High Honors (3.70 to 3.99 GPA)
- Dean's Honor List (GPA higher than 3.0)
- Cumulative GPA: 3.77

PROFESSIONAL EXPERIENCE

STUDENT COUNSELING CENTER, Miami, Florida

May 2008 – June 2009

Counselors' Assistant

- Chosen from a field of numerous candidates for this position, hire based on personality, communication and interpersonal skills and tenacity in the pursuit of the position.
- Identified a variety of needs, provided access to information, directed students to helpful resources, and facilitated a smoother college experience by communicating with international students of very diverse backgrounds and remaining sensitive to cultural customs.
- Enabled 100 - 150 students the opportunity to speak with a counselor by gathering relevant information in advance and scheduling appointments.
- Ensured efficient operation by budgeting time-slots, managing the walk-in list, and quickly mastering all available resources for issues from academics to housing to travel.
- Maintained a list of safe housing resources using Excel, delegated and clarified duties for assistants, resolved challenges of shifting responsibilities, trained new hires on phone etiquette, and performed general administrative tasks such as filing and updating student records in the college's online portal.
- Liaised between offices and served as an office representative for projects and events such as International Day, campus tours for foreign visitors, new student information seminar, and graduation dinner.

BOOK DISTRIBUTION COMPANY, Miami, Florida

Summer 2008

Staff Assistant

- Increased client base by using effective marketing techniques for expanding the target market.
- Provided customer service to a variety of individuals; engaged in making business decisions.
- Performed customer service to different groups of people.
- Attended book fairs and gathered market information by traveling to different markets.
- Recorded sales and managed inventory, including company purchases.

PROFESSIONAL EXPERIENCE*(Continued)*

PLAY & MUSIC, Miami, Florida

Summer 2007

Intern

- Guided children during class in the use of proper language and manners.
- Assisted teachers with schedule management and class preparation.
- Performed outstanding customer service.

ACTIVITIES

CAMPUS FRATERNITY

September 2009 - Present

Financial Assistant

- Earned Finance Assistant office during first semester due to strong finance and accounting knowledge.
- Collaborated with former officer on strategies for organization improvement and development, including the addition of penalties on outstanding financial obligations.
- Volunteered at Ronald McDonald House by preparing meals for the parents of hospitalized children
- Contributed to organizing and serving the scholarship dinner.

FORWARD MIAMI CHAPTER

September 2009 - Present

Member

- Gained in-depth knowledge of the business world by networking with professionals from finance and accounting firms.
- Experienced a mock interview and attended a career preparation workshop.

STUDENTS GROUP, State College

September 2008 – December 2008

Commissioner

- Assembled student organizations' information, utilizing Excel to track and manage
- Improved communication between clubs by coordinating clubs, developing marketing strategies, issuing invitations, and promoting events to engage students, faculty, and staff in becoming more involved in campus events.
- Generated ideas for improvement by listening to student input and collaborating with co-officers, brainstormed for ideas during board meetings.

STUDENT FORUM, State College

September 2008 – December 2008

Liaison

- Expanded the number of active members by promoting the club and organizing popular events.
- Proactively networked with other international student department and events in order to provide a wide range of resources to international students attending State College.
- Aided with adjustment to US culture and academic environment by providing guidance and encouraging attendance at forum's social events.
- Organized events for over 50 students; participated in the officer team management and suggested ideas for club improvement.

HONOR SOCIETY, State College

September 2008 – December 2008

Member

- Volunteered with organization's service projects such as AIDS Walk and Cleanup Day.
- Solicited donations for end-of-year banquet; collaborated on the theme and agenda, contributed to decorating.

SKILLS

- Technical Proficiencies: Microsoft Office Suite
- Language Proficiencies: Fluent in English and Spanish

America's #1 Online Resume Builder With Cover Letters

- Easy-to-use, guides you through step-by-step
- Resume templates, writing samples and tips
- One-click designs for the professional look you want
- Start from scratch or upload your resume



Phone and Chat Hours:
7 Days a Week 6am to midnight EST

Try It Free! →

[Already have an account?](#)



Multiple Formats



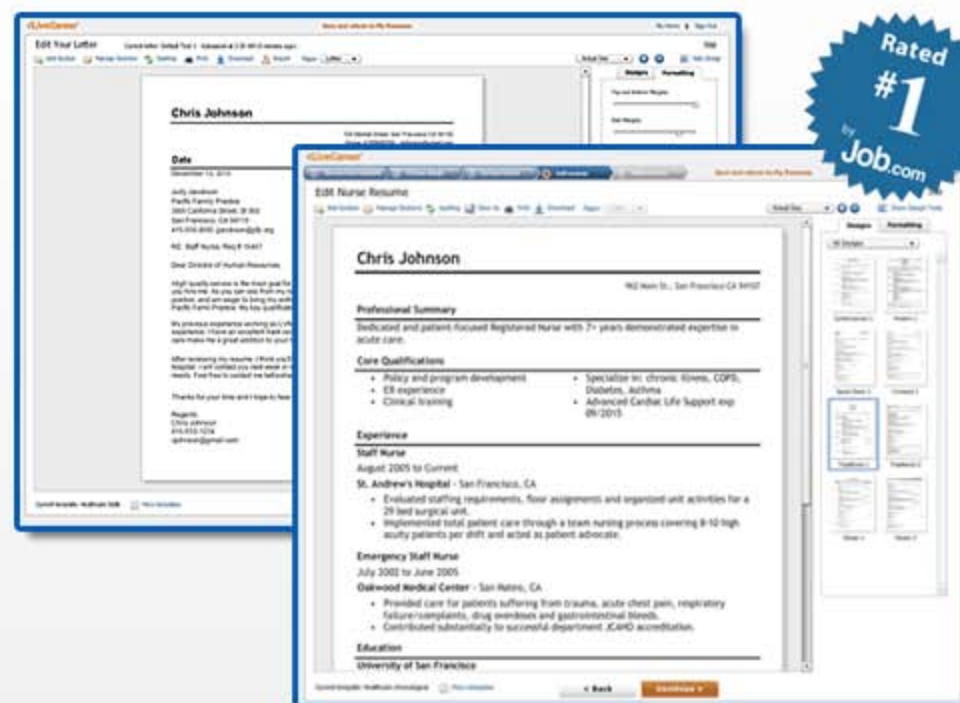
No More Writer's Block



One-Click Designs



Live Help



Write a resume - in minutes

Your resume is often your first and only chance to make a great impression on an employer. Managers will scan your resume for just 10 seconds to see if you're right for the job.

That's why your resume needs to be attractive and stand out. It needs to be well-written and highlight your skills to your best advantage.

The problem is most people don't know how to write a great resume and don't have the design skills to make it look professional.

- Our Resume Builder is designed to make resume-writing fast and easy.
- We match you with the right template and, in just one click, you can choose a professional design that will help you win the job.
- Our unique Text Tuner™ allows you to choose from hundreds of expert-written examples - no more writer's block!

Get the "most impressive resume builder on the market today". There's no risk, no obligation. We're so confident that you'll love our resume builder that you can try it for FREE.

According to our partners... "the most impressive resume builder on the market today."

YAHOO! hotjobs

EmploymentGuide.com



onTargetjobs

Net-Temps

Joined.com

Customer Reviews

"I was completely unaware of what companies are looking for in a resume. This product helped me word and format my professional resume and the examples were extremely useful. Overall, this is a great product. I would highly recommend these services." - A. Danihels

"This resume tool is so much better than templates - just upload or enter your resume content and you get your choice of designs. It's magical! Anyone can benefit from this tool: from students to executives!" - Belinda Yanda

[View more reviews >](#)

