

CHRIS R. CANDIDATE

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OBJECTIVE

Bank Management Training Program

EDUCATION

State University College at Buffalo, New York
B.S., in Business Administration, May 20XX
Management Concentration
Major G.P.A. 3.9/4.0 Dean's List

Erie Community College, Orchard Park, New York
A.A.S., Business Administration, December 20XX

RELATED COURSES

Human Resource Management
Managerial Accounting

Current Practices in Technology
Strategic Management of Innovation and Technology

INTERNSHIP

HSBC Bank, Buffalo, New York
Employee Relations Assistant, Human Resources Department, September-December 20XX

- Processed employment applications and participated in selection of candidates for interviews.
- Conducted nine exit interviews.
- Prepared monthly statistical reports on employee use of vacation and sick leave.

WORK EXPERIENCE

Sodexo Food Service, State University College at Buffalo, New York
Manager's Assistant, September 20XX - Present

- Train new employees in cash register procedures.
- Maintain quality service by utilizing customer comment cards.

Merrick Woods Country Day School, Merrick, New York
Supervisor, Summer Enrichment Program, May - August 20XX

- Coordinated educational and recreational activities for 170 teenagers.
- Provided training and support for 25 staff members.

Concord Jeans, Massapequa, New York
Sales Associate, December 20XX – September 20XX

- Trained new employees in sales procedures.
- Maintained inventory of all store merchandise.

EXTRACURRICULAR ACTIVITIES

Phi Beta Lambda Business Organization
President, Buffalo State College Chapter, 20XX-20XX

- Coordinated all educational and community service activities for the chapter.

COMPUTER SKILLS