

TONYA J. JACKSON

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Local Address

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OBJECTIVE

To obtain a position as a Financial Advisor.

EDUCATION**STATE UNIVERSITY OF NEW YORK COLLEGE AT BUFFALO**

Bachelor of Science in Economics, May 20XX
Concentration: Financial Economics
GPA: 3.14/4.00, Dean's List

RELEVANT COURSES

Accounting	Statistics	Money and Banking
Business Management	Managerial Economics	Finance

RELATED EXPERIENCE**Anchor Savings Bank**, Brooklyn, New York (Summer and Winter 20XX-20XX)*Customer Service Representative*

- Recorded daily financial transactions using Anchor Bank Daily Transaction Program.
- Balanced cash drawer of over \$1500 daily.
- Trained new tellers in bank procedures.

EMPLOYMENT**Instructional Resources**, Buffalo, New York (January 20XX-Present)*Audio Visual Operator*

- Maintain accurate inventory of all audio-visual equipment.
- Prepare and monitor film and slide presentations.
- Train and supervise new workers on equipment use.

Small Business Development Center, Buffalo, New York (September 200X-December 20XX)*Administrative Assistant*

- Input daily financial activity to Microsoft Access.

Brooklyn Union Gas Company, Brooklyn, New York (Summers 20XX and 20XX)*Receptionist/Clerk*

- Organized meetings and schedules.
- Computed and prepared salary increases for clerical staff.
- Promoted to Senior Vice President's Assistant after four weeks.

SKILLS

Microsoft Office, Gauss, Rats, Shazam

ACTIVITIES**STATE UNIVERSITY OF New York COLLEGE AT BUFFALO****Alpha Kappa Alpha Sorority, Inc.** (October-20XX-present)*President*

- Oversaw all committees and the implementation of all sorority programs and functions.

Dean of Pledges

- Planned, organized, and conducted the pledge process of new members.

Treasurer

- Accountable for all financial transactions.

Student Minority Affairs Committee, *member* (August 20XX-present)**Phi Beta Lambda, Business Organization**, *member* (December 20XX-May 20XX)**Association for Studies in Creativity**, *member* (September 20XX-May 20XX)**REFERENCES**

Available upon request.