

# Your Name

Your Address  
Woodstock, GA 30189  
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Email: email@yahoo.com

**OBJECTIVE** To work in a dynamic, challenging environment that will provide opportunities to contribute to the success of the enterprise and professional growth.

## EDUCATION

2001-2003	VIRGINIA COMMONWEALTH UNIVERSITY Bachelor of Science in Finance	Richmond, VA
1996-2000	JOHN TYLER COMMUNITY COLLEGE Associate degree in Arts & Sciences	Richmond, VA
1993-1995	PALM BEACH ATLANTIC COLLEGE Course work towards Bachelor of Science in Business	West Palm Beach, FL

## WORK EXPERIENCE

1995 – Present	<i>Texaco Xpress Lube</i> • Manager/Lube Technician for family-owned business. Responsibilities included employee scheduling for 58 hrs/week, payroll calculations for 6-8 employees, and preparation and distribution of paychecks. • Conducted interviews and hired new personnel, developed and implemented a training program for all employees, and defined all job descriptions. • Performed opening and closing operations for the day, which included balancing the cash drawer, preparing the closing report and making daily bank deposits. • Managed monthly inventory, maintained stock levels, received and verified shipments. • Completed the Texaco Xpress Lube Management Training/ New Owner Orientation, a week-long classroom and hands-on training, which provided an introduction to the quick lube industry and the Texaco Corporation.	Richmond, VA
1994 – 1995	<i>United Artists Theaters</i> Provided customer service to patrons.	West Palm Beach, FL
Summer, 1994	<i>University Painters</i> Exterior Painter/Foreman. Supervised a crew of 3-4 employees. Was responsible for equipment, quality control, and timely completion of work.	Richmond, VA
1993 – 1994	<i>Palm Beach Atlantic College Athletics Department</i> Manager of the Men's basketball team. Assisted with player workouts, filmed games and maintained team equipment.	West Palm Beach, FL

## COMPUTER SKILLS

Power Point	Microsoft Word
Microsoft Excel	Microsoft Access

## ACTIVITIES

Intramural basketball and soccer, skiing, snowboarding, church league softball, tennis