

# UNDERGRADUATE BUSINESS RÉSUMÉ

For a review, e-mail: [careers@utep.edu](mailto:careers@utep.edu)

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## Paydirt Pete

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### EDUCATION

**Bachelor of Business Administration in Finance with minor in Economics** Expected: 5/20XX  
**Human Capital Management Certificate** Awarded: 8/20XX  
The University of Texas at El Paso (UTEP) Overall GPA: 3.5/4.00 | Major GPA: 3.8/4.00  
Study Abroad: Global Business Environment course in Dublin, Ireland 3/20XX

**Honors:**  
Dean's List – Fall 20XX, Spring 20XX and Fall 20XX

**Relevant Coursework:**  
Business Finance | Investments | Managerial Finance | Portfolio Analysis

### RELEVANT EXPERIENCE

**Finance Intern** 6/20XX – Present  
Helen of Troy El Paso, TX  
Create a guide for international tax transactions to comply with legal requirements in Europe and Latin America  
Perform analysis and make recommendations to ensure compliance in IT procedures with relevant laws and statutes  
Calculate royalty payments and reconcile quarterly accruals for Health and Home products (\$100M+ gross sales)  
Develop visual diagram of the month-end closing process by department as a detailed guide for internal reporting

**Professional Development Student Assistant** 9/20XX – 5/20XX  
UTEP College of Business Administration Undergraduate Advising El Paso, TX  
Served as student advisor for the Business College Council and its 14 student organization presidents  
Verified student organization travel forms and reconciled expenses against travel budget of around \$300 per student  
Ensured customer service by assisting around 20 students per hour at the front desk  
Generated and distributed weekly and monthly Advisor Trac reports to four full-time department advisors

**LEADERSHIP & VOLUNTEER ACTIVITIES** Organize at least three community service activities per semester  
Lead fundraising efforts reaching \$2,000 for five members' travel expenses to attend national conference

**Active Member (5 hours a month)** 10/20XX – Present  
Association of Latino Professionals for America (ALPFA) at UTEP El Paso, TX  
Develop professional skills through weekly interactive activities and workshops  
Contribute to the improvement of the El Paso community through 14 hours of community service per semester  
Fundraise over \$500 by seeking sponsorships from local businesses and selling raffle tickets across campus

**Volunteer Adoption Counselor** 6/20XX – 8/20XX  
Humane Society of El Paso El Paso, TX  
Helped up to five families per shift fill out paperwork and interact with dogs for five-ten hours per week  
Organized five schedules for volunteers to wash five to seven dogs per day

### SKILLS

Extensive use of MS Word, PowerPoint and familiar with Excel (Pivot Tables, VBA, VLOOKUP)  
Trilingual: Fluent in Spanish and English, Basic French  
Knowledgeable in Tableau, SIE, Python, SQL

