

## ST. AMBROSE STUDENT

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Current Address:  
518 West Locust St.  
Davenport, IA 52803  
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Permanent Address:  
000 North Locust St.  
Anytown, IA 50000  
(319) 123-4567

### EDUCATION

**Bachelor of Arts in Accounting** St. Ambrose University  
Davenport, IA Graduation: May 2001 G.P.A. 3.5/4.0

**Honors:** Dean's List

Music Scholarship, St. Ambrose University

Phi Eta Sigma: National Honor Society

Scholastic Grade Point Average Scholarship

### INTERNSHIP

LUJACK'S AUTO PLAZA, Davenport, IA, Summer 2000

**Accounting Intern**

- Balanced monthly accounts payable statements
- Posted vendor invoices
- Handled gas requisitions for test drives
- Balanced shipment invoices of various manufacturers.

### WORK EXPERIENCE

VALLEY STATE BANK, Bettendorf, Iowa September 98 to present

**Customer Care Specialist**

- Answered questions and handled customers' concerns
- Opened accounts, issued money orders, handled traveler's checks, loan payments and deposits/withdrawals

GREAT RIVER BANK AND TRUST, LeClaire, Iowa

May 98 to September 98

**Bank Teller**

- Provided friendly, professional customer service
- Issued money orders, travelers checks, loan payments, and deposits/withdrawals

TINY SCHOLARS DAY CARE CENTER, Bennett Iowa

Winter Break December 97 to February 98

**Child Care Giver**

- Provided care and supervision for children ages six months to third grade
- Served food, supervised naps, helped with daily activities

### COMPUTER SKILLS

Experienced with Macintosh, IBM PC, Windows 95, Claris Works, Microsoft Word, Microsoft Works, Spreadsheets, and Power Point Presentations

### ACTIVITIES/

Miriam Singers, St. Ambrose University Chorale

Campus Activities Board, St. Ambrose University

Student Alumni Association, St. Ambrose University

