

Daniel P. Smith

1234 Fifth Avenue South
Minneapolis, MN 55412

Email: smit1234@umn.edu
Phone: (612) 555-2222

OBJECTIVE: To obtain a financial advisor position where I can utilize my interpersonal, economic, and finance competencies

SKILLS:

- Communication-written and oral
- Leadership
- Computer Skills-Minitab(SPSS Equivalent), Excel, Word, PowerPoint
- Organization-through classroom multi-tasking and assignments

EDUCATION: University of Minnesota-Twin Cities Expected Summer 2005
Bachelor of Science, Applied Economics, emphasis in Management and Finance

Relevant Courses:

Managerial Economics -Used excel to do regression analysis, economic forecasting, and demand analysis

International Economics -Comparative advantage and globalization

Accounting -Financial statement analysis and basic accounting principals

Oral Presentations in Business Settings -PowerPoint, technical presentations, developed oral communication skills

Statistics for Economics and Business Majors -Basic statistic rules and theories, regression analysis, statistic inference, and use of Minitab

Technical Writing -Wrote business memos and letters

RELEVANT EXPERIENCE: University of Minnesota-Twin Cities August 2002 – Present
Peer Advisor

- Provide helpful feedback and suggestions while critiquing students resumes
- Counsel students one-on-one about their major, job searching, and questions regarding careers on a daily basis
- Conduct hour long resume workshops that contain 5-12 students on how to properly write resumes and cover letters
- Promote our services by attending on-campus activity fairs

RadioShack Corporation-Racine, WI March 2001 – August 2003
Sales Associate (Seasonal)

- Resolved technical problems and questions for upset customers' to ensure product satisfaction
- Collaborated with co-workers, as a team, to re-arrange the store according to advertising specifications
- Successfully managed a store while the manager was on summer vacation

OTHER EXPERIENCE: University of Minnesota-Twin Cities March 2002 - September 2002
New Student Weekend Leader (Volunteer)

- Facilitated activities for a group of 12 young adults to encourage them to interact with one another

INTERESTS: Research-Statistics/Economic, Building computers, Troubleshooting Applications and Software, and Learning New Computer Applications