

Undergraduate Business Resumes

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Objective:

To obtain an accounting or finance oriented co-op position which fosters personal growth and responsibilities in a professional setting and will assist in helping me prepare for a full-time career with a global perspective

Education:

Rochester Institute of Technology Rochester, NY
E. Philip Saunders College of Business
Bachelor of Science in Business Administration Expected May 2011
Major: International Business, Co-major in Finance GPA: .40
Minor: German

Significant Coursework
(Completed)

Beginning German I, II, & III Calculus I, II, & III
Financial & Managerial Accounting Microeconomics
Corporate Finance Intermediate Accounting

(To be Taken)

Intermediate German I, II, & III Financial Analysis & Modeling
Strategy in the Global Environment Financial Management
Global Issues and Strategy Global Business: special topic

Computer Skills:

Microsoft Office (Word, Excel, PowerPoint); Apple iWork (Keynote, Pages); SAP; Mac OS X; Windows XP / Vista

Work Experience:

Brandani's Pizza Rochester, NY
Driver / Food Preparation May 08 – Nov. 09

- Fostered time management skills by working up to 20 hours per school week
- Prepared product to customer's specifications and delivered it in an efficient manner
- Resolved customer's complaints to their satisfaction
- Handled cash transactions

Maur Hill-Mount Academy Atchison, KS
Student Prefect Aug. 05 – June 06

- Assisted residency staff in running dorm operations
- Implemented and Improved conflict solving techniques by resolving conflicts
- Developed leadership skills supervising and assisting fellow students
- Served as a role-model for fellow students

Activities:

Art House, Alumni Running Club, Member
International Business Group, Member Intramural Sports - Frisbee

Name

Address
City, State, Zip Code
Phone
E-mail Address

OBJECTIVE	To obtain a co-op position in the field of Management Information Systems Available winter 2XXX, spring, or summer 2XXX	
EDUCATION	Rochester Institute of Technology Bachelor of Science in Management Information Systems Minor: Accounting	Rochester, NY Exp. March 2011
COMPUTER SKILLS	Operating systems: Windows, Mac OS X, Linux Languages and Databases: Oracle 10 g, SQL, PL/SQL, Visual Basic 2008, HTML Software: SAP/R3, MS Office 2007, Minitab 15 statistical software, MAS 90 accounting software, IBM Tell Systems logistics software, MySQL	
COURSEWORK	Database Systems Development <ul style="list-style-type: none">Identify a real world business situation that requires a database application system in order to improve their business processes and functionality using Oracle 10 g.	<i>Fall Quarter, 2XXX</i>
	Database Management systems <ul style="list-style-type: none">Development of content management system for press releases, articles, and general news for IMAGINE RIT. Used SQL, Oracle database platform, and Access 2007.	<i>Spring Quarter, 2XXX</i>
	Business Information Systems and Process <ul style="list-style-type: none">SAP/R3 documented business processes using flowcharts, diagrams, and screen captures. Analyzed business processes to determine methods of integrating information systems.	<i>Fall Quarter, 2XXX</i>
EXPERIENCE	Maria Logistics <i>Accounting and Network Engineering Assistant</i> <ul style="list-style-type: none">Organized, billing solutions for customers and, maintained general ledger.Experienced with IBM Tell Systems and MAS90 accounting software.Assisted network engineer in maintaining database with clean and accurate data.	Rochester NY 05/2XXX – 08/2XXX
ACTIVITIES	MISST: President of the Management Information Systems Student Team The Lowenthal Group: Community Service Group for all SCB students	

References Available Upon Request

Graduating Business Resumes

Name
Address
Phone
Email

OBJECTIVE: To obtain a full-time position in the field of XXXX

QUALIFICATIONS:

- Excellent communication, analytical, and problem-solving skills
- Highly motivated worker with strong work ethic
- Works well independently and in team environments
- Proven ability to work with diverse groups and levels

EDUCATION: **Rochester Institute of Technology** Rochester, NY
Bachelor of Science in Business Administration May XXXX
Major: Accounting, Minor: Economics

Monroe Community College Rochester, NY
Associate of Science in Accounting December XXXX

EXPERIENCE: **DeMott & Smith, PC** Rochester, NY
Staff Accountant 11/05 - present

- Perform quarterly and year-end financial statement reviews and compilations
- Prepare business as well as individual tax returns
- Prepare payroll tax returns for various types of entities
- Adhere to industry as well as government standards and regulations
- Assist clients with bookkeeping, reconciling accounts, and journal entries

Wegmans Food Markets Rochester, NY
Accounting Office Manager, Geneseo 03/99 – 8/04

- Wrote schedules for 8 office employees
- Daily reconciliation of all cash, check, and EFT funds
- Processed daily payroll and maintained employee timecards
- Generated weekly payroll
- Compiled weekly bookwork and forwarded to General Accounting
- Employee development and training
- Researched any inconsistencies in accounting data
- Daily cash flow management
- Special assignment for four months in 2001 to assist in implementation of new scheduling and payroll information system at various store locations

Accounting Office Customer Service 10/90 – 03/99

- Responsible for reconciling office funds
- Balanced cashier tills and deposited funds

ACTIVITIES: Member Beta Gamma Sigma honor society, volleyball, and hiking

REFERENCES: Available upon request

Name

Address

Phone |E-Mail

Objective

To obtain a Full- Time position in Management Information Systems and apply my excellent management skills backed with my past experience for mutual benefit in a company. Available May 2XXX.

Summary

Highly motivated and academically ranked student in the field of Business Administration with a keen interest in ERP implementation, support and consulting. Experience in Oracle Applications for 3 years at Oracle India Pvt Ltd. Natural leader and proactive student, also awarded as best outgoing student of 2005.

Key Skills:

- Hands on experience on the Oracle Applications Release 11i / 12.
- Proficient in using MS Word, Excel and PowerPoint.
- Ability to learn, grasp and apply facts quickly.

Education

Rochester Institute of Technology	Rochester, NY
Bachelors in Management Information Systems	Expected Aug 2XXX
Minor: Finance Minor: Spanish	GPA: 3.45/4.0

Related Coursework

Integrated Business Systems course provided hands-on experience in using the SAP modules with the help of ERP Simulator.

Professional Experience

Rochester Institute of Technology – NTID, Rochester, NY

Help Desk Technician Co-op, December 2XXX – 2XXX

- Provide professional technical support for faculty/staff.
- Troubleshoot technical problems with computers, both Mac and PCs.
- Strengthened problem solving and communication skills.

Excellus BCBS, Rochester, NY

Functional Business Process Manager – Co-op, June 2009 – November 2009

- Enhanced and implemented an application rationalization tool that helps IT to identify applications to sustain, invest, or retire.
- Modeled and assisted with company IT strategic documentations and Business Process Functional Mapping.
- Completed strategic documentation to implement address validation tools for document services and data warehouse standards.
- Presented Health Care Reform updates to the FBPM team on a monthly basis.

Attended and participated in company leadership meetings

Activities

- Member of the Management Information Systems Student Team (MISST) in Saunders College of Business at RIT.
- Medals earned for Belly Dancing – Dance Academy.

References are available on request.

MBA Resumes

Name
Address
Phone || E-Mail:

OBJECTIVE:

To obtain a challenging position within an organization that will provide opportunities of personal growth and allow me to utilize my analytical and communicational skills

EDUCATION:

Rochester Institute of Technology, Rochester, NY
Master of Business Administration (MBA) in Accounting

Rutgers University, New Brunswick, NJ
Bachelor of Science in Computer Science
GPA: 3.55/4.0

May 2004

EXPERIENCE:

Company name, Somerset, NJ

(Mar'06 to May'06)

Baxter Healthcare

Chargeback Account Analyst

- Validate and process chargeback claims submitted by wholesalers and distributors using JD Edwards Software
- Prepare and distribute chargeback reconciliation correspondence and reports for submitted claims
- Analyze and record wholesaler/distributor disputes of denied chargeback claims submitted directly from wholesaler/distributor or via Accounts Receivable deductions from remittances
- Investigate and resolve disputes by authorizing additional payment or preparation of a detailed analysis substantiating denied claims
- Instruct Contract Administrator and Accounts Receivable Clerk to update contract files and/or applications systems to insure pricing and rebate check accuracy

Company Name, New Brunswick, NJ

(Feb'04 to July'05)

Teller Supervisor

- Worked with customers on a daily basis, meeting their banking needs and either answering or referring their financial questions to the appropriate supervisory individuals
- Proven ability to efficiently handle transactions, solidify customer relationships and elevate the bank's image
- Maintained and balanced a cash drawer daily
- Responsibilities include: Customer Service, fast and accurate Data Entry, Sales/New Business Development and Bank Reconciliation/ATM Balancing

MBA PROJECTS:

- Member of ten-person team which developed a detailed organizational plan of a sentence manufacturing company, evaluated performance within industry and re-organized company for performance improvement
- Member of seven-person team that used financial ratios and valuation models of two companies, Lockheed Martin and General Dynamics (GD), to investigate which company would be more profitable to acquire

SKILLS AND ACHIEVEMENTS:

Software: MS Office/Project/Outlook, Quicken 2006, Lotus Notes, Peachtree and JD Edwards

O/S: Windows 9x/NT/2000/XP, Windows 2003 Server, UNIX and Linux

- Member of Phi Beta Kappa, Spring 2004
- Vice-President & Treasurer, Indian Student Association at Middlesex County College during year 2001-2002

STATUS: US Citizen

Timothy Jensen
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(585)555-1450

Current Address
198-C Perkins Road
Rochester, NY 14623

Permanent Address
Hillcrest Road
Hillcrest, NY 13143

EDUCATION

Master of Business Administration *Expected May 2010*
Rochester Institute of Technology, Rochester NY
Concentration: Accounting *GPA: 3.38*

Bachelor of Science in Business Administration *August 2009*
Rochester Institute of Technology, Rochester NY
Major: Accounting Minor: Management Information Systems GPA: 3.5

RELEVANT COURSES

Competitive Strategy
Information Systems Auditing and Assurance
Computer Science
Database Management Systems

System Analysis and Design
Professional Communications
Accounting Theory/Research
Integrated Business Systems

COMPUTER SKILLS

Proficient with Java & HTML. Familiar with SQL and ACL
Microsoft Excel, Word, Access, PowerPoint (including Presenter), Visio, & Captivate
Experienced in SAP, IRIS, & IDEA

PROJECTS

System's Analyst project for Shumway Dining Commons

- Identified the primary problem of inaccuracy in the business process of inventory management.
- Produced a business process hierarchy, a use case diagram, a context diagram, a diagram zero, and an entity relationship diagram detailing the process before the implemented solution and the process after.
- Designed and presented three potential solutions with a respective economic, technical, time-constrained, and cultural feasibility analysis identifying the best choice.

Database design & development on a voter registration system.

- Designed an entity relationship diagram from an administration standpoint.
- Designed & built the database in Microsoft Access utilizing SQL & incorporated a custom-built switchboard. Presented the finished project & the entity relationship.

Consultancy for SPEX Precision Machine Technologies.

- Identified core competencies & analyzed existing business processes relating to forecasting, lean operations, quality control (prevention & detection), inventory management, supply chain management, & operations.

WORK EXPERIENCE

Andorran Ltd **Cheltenham, United Kingdom**
Accountant's assistant co-op *November 2007 - May 2008*

- Performed account production/analysis, back reconciliations, data entry, depreciation calculations, auditing activities, & tax returns (VAT).
- Assisted in the creation and implementation of a new client book management system.

Graduate Student worker **Rochester, NY**
Research assistant for a professor *September 2009 - prese*

- Assist in curriculum preparation
- Caption slides for a new EMBA course to be offered at RIT about business simulations
- Assist in examining a new architecture for the Internet where the efficiency is maximized for all major stakeholders from a dollar, and not bit, standpoint

REFERENCES

Available Upon Request