

Talking Resume Sample

123 Sesame Street
New York City, NY 12345



Objective

To utilize my educational background and knowledge of finance in order to be a valuable asset to an organization that allows the opportunity for growth and encourages personal achievement.

Education: *Isenberg School of Management University of Massachusetts - Amherst, MA*

Bachelor of Business Administration in Finance May 2008

Dean's List: 2005- 2006

Major GPA: 3.45 Overall GPA: 3.2

Work Experience

Legal Assistant

May 2007 – Present

Harmon Law Offices, Newton, MA

- Worked with and completed assigned tasks for client files in an investor system.
- Prepared reinstatement and payoff letters for client accounts.
- Composed and submitted formal filing complaints to the Land Court system.
- Followed up on return of foreclosure documents.

Receptionist/Operator

Jun 2002 – Sept 2005

Fresenius Medical Care North America, Lexington, MA

- Managed and directed incoming phone calls for a company with over 500 employees.
- Controlled documents and executed data entry using Microsoft Excel as well as an inhouse database.
- Greeted, verified, and escorted company visitors to appropriate locations.

Receptionist/Restaurant Server

Sept 2000 – Jun 2003

End Zone Hotel and Restaurant, Foxboro, MA

- Initially hired as a restaurant server and later promoted to customer service representative.
- Managed cash, including counting registers at the end of shifts and making bank deposits daily.
- Reserved and made accommodations for clients and provided hospitality.

Volunteer Experience and Interests

- Finance Society University of Massachusetts 2006
- Undergraduate Leadership Council University of Massachusetts 2005
- Vice President/Treasurer of Breast Cancer Awareness Susan G. Komen 2003- 2004

References will be furnished upon request
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