

# STUDENT EXAMPLE

---

2828 Valley Avenue, Ontario, CA 91762 Residence (909) 922-3030 Mobile (909) 321-3098

**OBJECTIVE:** Seeking an entry-level position with responsibilities including advising, problem-solving, planning, organizing, and budget managing.

## SUMMARY OF QUALIFICATIONS:

- 10 years extensive customer service experience
- 8 years accounting experience
- Supervisory experience
- Extensive Sarbanes-Oxley (SOX) knowledgeable

## EMPLOYMENT:

*Southern Comfort* – Irvine, CA Purchasing and Receiving Specialist  
1998 – Present

### Responsibilities:

- Through personal interactions, ensure timely and efficient purchasing and delivery of supplies for class and campus operations.
- Ensure supplies are ordered on a timely basis for all departments.
- Maintain computerized PO system and data entry of PO receipts.
- Tracking of back orders.
- Training employees on SOP's and SOX for purchasing.
- Customer service associated with students and staff.
- Student store purchases and payments.

<i>AutoZone</i> - Chino, CA	Assistant Manager	1998
<i>Kragen Auto</i> – Chino, CA	Cashier	1997 – 1998
<i>Trak Auto</i> – Chino, CA	Cashier	1997

## EDUCATION:

DeVry University, Irvine, CA	Electronics Engineering Technology	BS	2007
Chaffey High School, Ontario, CA	General Studies	Diploma	1999

## TRANSITIONAL SKILLS:

- |                               |                              |                                  |
|-------------------------------|------------------------------|----------------------------------|
| • Data Entry Input/Extraction | • Micro Soft Applications    | • Windows                        |
| • SMART                       | • Internet Browser and Email | • Interpersonal verbally/written |
| • Attention to detail         | • Adaptable to change        | • Very coachable                 |

## REFERENCES:

Available upon request