

GENEVIEVE

Present Address

3200 Student Activities Bldg.
Ann Arbor, MI 48109
(555) 555-5555

Permanent Address

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OBJECTIVE A position in management consulting that capitalizes on organizational, interpersonal and analytical skills.

EDUCATION University of Michigan **Ann Arbor, MI**
Bachelor of General Studies *April 2004*
Cumulative GPA: 3.8/4.0
Dean's List
Member of the National Society of Collegiate Scholars

Relevant Coursework Behavior Theory Management Economics Financial/Managerial Accounting
Organizational Psychology Teamwork in Organizations Technical Communication

- Conducted a case study of Custom Chip, Inc. that assessed its strategy, organizational design and effectiveness. Proposed a course of action and identified potential resistance.
- Evaluated financial statements from three computer manufacturers and selected the best inventory method for each.

EMPLOYMENT HISTORY Bank of New York **Pearl River, NY**
Teller *May 2002-August 2002*
May 2003-August 2003

- Identified 30 potential customers who met the criterion for investing and referred them to the investment specialist.
- Revised training manual to inform new tellers and float staff about the rules and culture that is specific to each branch.
- Managed complex financial transactions and handled difficult situations with diplomacy.

Washtenaw County Jail **Ann Arbor, MI**
Volunteer *January 2003-April 2003*

- Researched limited job opportunities for inmates after their release.
- Designed and implemented career workshops on resume writing and interview skills.
- Coordinated a weekly creative writing class for the inmates and published their work.

University Of Michigan Telefund **Ann Arbor, MI**
Telemarketer *August 2002-April 2003*

- Improved communication skills speaking with alumni.
- Raised over \$22,000 for funds allocated to university programs.
- Educated new staff in regards to rapport-building tactics.
- Awarded "Outstanding Telefund Caller on Multiple Lists" in Fall 2002 for the amount of funds raised, percentage of acceptance to refusal ratio and the number of contacts made.

ADDITIONAL INFORMATION

Computer Skills Proficient in Microsoft PowerPoint, Excel, Word and Publisher

Leadership

- Elected Reform Chavurah Chair of Michigan Hillel (April 2002-Present).
Worked as a team to organize events such as a ski trip, a Halloween party and dinners.
Increased membership by initiating a personalized letter-writing campaign to freshmen.
Reviewed and revised a budget.
- Elected Sisterhood Chair for Sigma Delta Tau Sorority (November 2000-November 2001).
- Elected Ms. Future Business Leader (July 2000).
- State Vice President of Future Business Leaders of America (April 1999-April 2000).

Interests Travel Downhill Ski Racing Current Events Internet