

# CLIENT NAME

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## STUDENT WORK HISTORY

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- President, Associated Students Legislative Council** November 2004  
American Graduate School of International Management May 2005
- Managed and supervised 25 officers
  - Supervised application of \$70,000 budget
  - Made presentation to Board of Directors
  - Liaison to Board of Trustees
  - Member of the Academic Council
  - Conducted meetings on a weekly basis
- Vice President, Associated Students Legislative Council** August 2003  
American Graduate School of International Management November 2004
- Supervised publication of campus directory
  - Regulated club activities
  - Allocated over \$10,000 of student funds
  - Organized all campus elections
  - Coordinated School-sponsored activities
  - Organized charity ball for Red Cross

## EMPLOYMENT HISTORY

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- Customer Service Counselor** July 1997  
BancFlorida, Sarasota, Florida January 1998
- Opened and closed account
  - Responsible for training of new tellers
  - Received and resolved customer complaints
  - Controlled access to safety deposit boxes
  - Balanced bank records of negotiables
  - Participated in numerous training programs
- Bank Teller** May 1995  
BancFlorida, Sarasota, Florida August 1995
- Operated cash drawer of \$10,000
  - Maintained positive customer relations
  - Verified commercial deposits
  - Balanced branch records
- Bank Teller** May 1984  
Dauphin Deposit Bank and Trust Company, Harrisburg, Pennsylvania August 1994
- Participated in a 6-week training program
  - Developed customer service skills
  - Replaced vacationing employees
  - Operated and balanced cash drawer

## EDUCATION

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- Master of International Management** May 2005  
American Graduate School of International Management, Glendale, Arizona  
Concentration: International Marketing and French
- Bachelor of Arts** May 2000  
Eckerd Colleges, St. Petersburg, Florida  
Major: French ▪ Minor: Management  
Completed comprehensive exams in major with a 4.0/4.0

## SKILLS

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Proficient in French and Danish  
Knowledge of Lotus 1-2-3, WordPerfect, Basic, dBASE III, and Ms Word

## OVERSEAS EXPERIENCE

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- Youth for Understanding Exchange Student, Borup Skole, Borup, Denmark 1999 – 2000  
Eckerd College Independent Study, Paris, France January 2001

## ACADEMIC ACTIVITIES

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Vice President of Women's Rugby Club, Co-Coordinator for Career Services  
Fashion Show, Development and Volunteer Committees, French Club

## ADDRESS

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123 Your Street, City, ST 50000

555-555-5555