**Your Name**

Mail Address, City, State, Zip Code • Phone # • Email Address

LinkedIn URL: www.linkedin.com/in/careerandcalling

**SUMMARY** (Optional)

*To create your summary -- a brief section at the top of the resume -- identify what skills are required for the jobs you're applying for. Once you've identified the three or four most relevant, describe your accomplishments or skills in those areas.*

***Example of summary*:** Highly motivated Technical Support professional with 5+ years’ experience. Strong verbal, listening and written skills. Comfortable in interacting with all levels of the organization and public. Able to negotiate and problem solve quickly, accurately, and efficiently. Adept at multitasking to achieve individual and team goals. Diverse background includes sales, customer service and supervision. Committed to quality and excellence.

**EDUCATION**

**Houston Baptist University** Anticipated Graduation: **05/2016**

Bachelor of Business Administration

* Major in Finance
* GPA: 4.0
* HBU Dean’s List

**TECHNICAL SKILLS**

* Type 75 WPM
* Intermediate in Adobe Suite including Photoshop
* Accounting Knowledge: Expert in QuickBooks
* Fluent in Spanish – conversational and writing

**PROFESSIONAL EXPERIENCE**

**Office of Career and Calling** **05/2013 - Present**

*Accountant*

* Prepare asset, liability, and capital account entries by compiling and analyzing account information.
* Document financial transactions by entering account information and recommend financial actions by analyzing accounting options.
* Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

**School of Nursing & Allied Health 08/2010-05/2013**

*Registered Nurse*

* Identify patient care requirements by establishing personal rapport with patients.
* Promote patient's independence by teaching patient, friends, and family to understand condition, medications, and self-care skills.
* Assure quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; making or recommending necessary adjustments; following hospital and nursing division's philosophies and standards of care set by state board of nursing, state nurse practice act, and other governing agency regulations.

**Dunham College of Business**

*Financial Analyst*

* Determine cost of operations by establishing standard costs and collecting operational data.
* Identify financial status by comparing and analyzing actual results with plans and forecasts.
* Guide cost analysis process by providing trends and forecasts; explaining processes and techniques; recommending actions.
* Improve financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.

**VOLUNTEER EXPERIENCE**

**Memorial Hermann Hospital-Southwest** **11/2011 – Present**

*Volunteer*

* Provide patients' personal hygiene by giving bedpans, urinals, baths, backrubs, shampoos, and shaves; assisting with travel to the bathroom; helping with showers and baths.

**AWARDS & ACTIVITIES**

* Vice President of Psi Chi **09/2015 – Present**
* Member of the Accounting Society **Present**