**Buddy T. Elf**

100 Hartford Lane buddythelf@southernct.edu  
Hartford, CT 123-123-123

**EDUCATION**

Southern Connecticut State University (SCSU), New Haven, CT, May 2019  
**Bachelor of Science**, Major: *Business Administration: Accounting***GPA**: 3.9, **Dean’s List**: All Semesters

**RELATED EXPERIENCE**

Bank of America, *Wallingford, CT*  
**Teller**, June 2015-Present

* Deepen every customer relationship to help achieve sales goals for the branch
* Attended 4 week intense training to prevent any fraudulent or error in system
* Promote bank products, services, and weekly deals by informing and directing each customer in the appropriate direction
* Record transactions through logging system and maintain confidentiality by protecting information

SCSU Accounting Society, *New Haven, CT*  
**Vice President,** August 2015-Present

* Promoted from Treasure to Vice President due to outstanding contributions and dedication
* Take position of President in their absence, leading meetings and events
* Collaborate with the President to create educational and fun events, including: guest speakers appearances, Day of Service, interviewing presentations

**GENERAL EXPERIENCE**

U.S.S. Chowder Pot IV, *Hartford, CT*  
**Waiter,** September 2012-July 2015

* Assured customers’ satisfaction and took action to correct any problems
* Selected to train 2 new waiters in the protocol of all procedures
* Developed interpersonal skills by graciously welcoming up to 75 patrons during one shift
* Collaborated with kitchen staff to ensure food and drink time are appropriate and accurate
* Followed all health department rules and regulations for the safety of the customers

**SKILLS**

* Proficient in English and French: Reading, Writing, and Speaking
* Proficient in Microsoft Office: Word, Excel. PowerPoint, Publisher, Adobe Photoshop