



Make your name prominent, and easy to read. Center or left align your name and contact info. While your name should be larger than the rest of your resume, try not to go over 18 pt. font.

Make your contact information "evergreen"- meaning you can be reached via this contact info today, tomorrow, next week, next month.

STINGER T. HORNET

Current Address, PO Box 1017, Binghamton, NY 13902|| 607-778-5207
careercenter@sunybroome.edu

Profile

Ambitious young professional with teller, payroll and bookkeeping experience. Accurate, precise and highly ethical in all work-related assignments. Proficient in Microsoft Office (Excel, Word, PowerPoint and Outlook) and QuickBooks.

Education

Associate in Applied Science, Accounting **May 2017**
SUNY Broome Community College, Binghamton, NY

Relevant Courses

Accounting I&II	Quantitative Business Methods	Business Law I&II
Marketing	Introduction to Spreadsheets	Business Statistics
Micro-Economics	Cost Accounting	Investments
Income Tax I	Accounting Information Systems	Business Finance

Experience

Office Bookkeeper, ABC Office, Binghamton, NY **Aug. 2015- Present**

- Manage 2-3 private accounts, including managing payroll
- Produce monthly reconciliations of accounts
- Balance accounts and record transaction history accurately

Teller, Visions Federal Credit Union, Vestal, NY **July 2013-August 2015**

- Accepted checks, cash, and other forms of payment from customers
- Balanced cash drawer on a daily basis, balanced vault
- Communicated well and consistently provided excellent customer/banking services

Cashier, Wegmans, Johnson City, NY **Sept. 2010-June 2013**

- Assisted customers with transactions
- Greeted customers and ensured customer satisfaction
- Communicated effectively with supervisor and other members of team

Additional Activities

Member, Speakers of the House 2015-2017
Member, Phi Theta Kappa Honors Society 2016-2017
SUNY Broome Community College, Binghamton, NY

The jury is still out about including a profile/objective/professional summary. Talk to a career counselor about whether to include this section or leave it out.

If you recently graduated, your education information is generally at the top. If you have not graduated recently, your work experience may come before your education on your resume.

Whether to include your G.P.A. can be tricky as it can be used by employers to screen candidates. As a general rule, if your G.P.A. is above a 3.0 include it, if not leave it off.

Many new grads also include their coursework as a way to highlight their knowledge and skill sets.

Feature past internships, co-ops, part-time and full-time work. Some resumes may also have a "Relevant Experience" section to showcase their past work related to the new position.

In this section, include keywords that match the job description and highlight your "soft skills". Quantify your accomplishments when possible.

This section, as well as an "Awards and Honors" Section, are optional, but are a great way to demonstrate skills such as leadership and tell the employer a little bit more about yourself.