**Susan J. Brown** 123 S. Main Street ⏐ Wichita, KS 67206

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**EDUCATION**

**Bachelor of Business Administration in Finance** May 20XX

Minor: Management

Wichita State University, Wichita KS GPA: 3.2/4.0

**PROFESSIONAL EXPERIENCE**

**Financial Analysis and Planning Intern** January 20XX-Present

Familgil Corporation, Wichita, KS

* Analyze and report business operating performance and assess project profitability under guidance of Financial Analysts
* Interact with senior business leaders during creation of annual operating plan

**Finance Summer Intern** Summer 20XX

BAE Systems, Louisville, KY

* Utilized Excel to estimate costs and develop prices for goods and services under guidance and mentoring of Financial Analysts
* Maintained cash and credit transaction in the amount of $400.00 daily, with zero discrepancies

**Teller** May 20XX – May 20XX

Home National Bank, Wichita, KS

* Processed cash withdrawals and deposits ranging from $75,000 to $300,000 weekly
* Assisted customers with deposit and withdrawal transactions, money transfers, cashier’s check creation, change orders, bond redemption, and loan payments
* Provided a high level of customer service by professionally and accurately handling customer needs

**OTHER WORK EXPERIENCE**

**Resident Assistant,** Wichita State UniversityAugust 20XX – May 20XX

**Information Desk Assistant,** Wichita State UniversityAugust 20XX – January 20XX

**Customer Service,** Target, Wichita, KSSeptember 20XX – August 20XX

**CLASS PROJECT**

Financial analysis of not-for-profit and profit organizations Spring 20XX

Wichita State University, Wichita, KS

* Performed audits and helped develop financial statements
* Made recommendations for cost reductions
* Wrote reports and presented findings to the class

**ACTIVITIES AND VOLUNTEER WORK**

Emerging Leaders (WSU) November 20XX- Present

* Mentor underclassmen to increase campus involvement and leadership skills

Big Brothers Big Sisters of Sedgwick County September 20XX – Present

**Computer Skills**

Microsoft Word, PowerPoint, Excel