

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Goal-oriented and knowledgeable entry-level consultant with problem-solving abilities in a business environment. Seeking to leverage my organization and communication skills to provide innovative solutions for businesses seeking assistance with streamlining operations.

Experience

Junior Consultant Assistant - City Bank / Location

MONTH 2022 - Present

- Assists senior consultant with reports and administrative tasks.
- Compiles weekly financial reports.
- Manages five clients to assist the financial manager.
- Researches financial and investment options to best inform customers.
- Helps customers open checking and savings accounts.

Sales Clerk - City Department Store / Location

MONTH 2015 – MONTH 2022

- Assisted an average of 150 customers daily while ensuring they got 100% satisfaction.
- Registered customers for store credit cards, achieving the highest rate of new members in the state.
- Trained 18 new employees on store policies and clerk duties.
- Thoroughly oversaw the sales floor, decreasing petty theft by 5% annually.
- Took inventory, reviewed merchandise, and restocked shelves as needed.

Project Experience

- Training City Department Store sales clerks as a consultant to improve theft rates, 2022 to present.
- Served as treasurer of City University's chapter of Lambda Pi Eta, the National Communication Association's honor society, 2020-2021.

Education

Bachelor of Communication - University of California

MONTH 2021

- GPA: LIST
- AWARD
- AWARD

Associate of Marketing - University of California

MONTH 2019

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Client relations
- Conceptual and practical thinking
- Leadership
- Project management
- Staff training

Licenses & Accreditations

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- Certified Public Accountant (CPA), 2021
- Certified Management Consultant (CMC), 2020