

Entry Level Client 1

Permanent Address
1234 N. Main Street
City, ST 00000

Phone: (555) 555-5555
Email: emailaddress@yahoo.com

EDUCATION

Name of University City, ST December, 0000

B.S., Finance major, School of Business

Honors: \$5,000; Name of University, Achievers award, Deans List, Outstanding Youth Award, Name of Fraternity, Inc, National Forensics League

RELATED PROJECTS

Coaching Experience: Name Elite AAU Basketball Program Coach, University Name Basketball Clinic Coach, Name University Basketball Clinic Coach: Personally selected by coaches and team players to coach ages 6-15 athletes, Developed innovative strategies to improve their overall performance, Taught the imperativeness of sportsmanship

Marketing: Worked with a team, strategizing entry into global market that included health sectors

Investments: Researched financial sectors of retail industries; chose investment opportunities that would deliver the best return

EMPLOYMENT

Substitute Teacher Oct Year- Present

Name of *School District* City, ST

- Follow the lesson plans left by the teacher for all subject areas..
- Substitute teaching in accordance with district philosophy, goals and objectives.
- Meeting and instructing assigned classes in the locations and at the times designated.
- Establishing and maintaining order in the classroom.
- Maintaining a classroom environment conducive to effective learning.
- Taking all necessary and reasonable precautions to protect students, materials, equipment and facilities.
- Assisting in upholding and enforcing school rules, administrative regulations, and School Board Policies.

Boys H.S. Varsity Basketball Assistant Coach/Junior Varsity Head Coach

Name of *School* Oct Year-Present

City, ST

- Serve as one of the extensions of the classroom by promoting self-discipline and an improved self-concept.
- Promote and affirm the ideals of respect, discipline, teamwork and wellness
- Instill a philosophy on goal setting on the court as well as off the court in life, and how to relate team and playing situations to life's obstacles that may occur

Basketball Coach

Aug Year - Present

Name of Basketball Academy

City, ST

- Provide opportunities for personal growth and basketball skill development for the youth of tomorrow
- Promote teamwork, sportsmanship and leadership skills
- Strengthen each athlete in an effort to teach life lessons and character development

Life Café Supervisor

Nov Year- Year

Member Activities Instructor

Oct Year- Year

Company #1

City, ST

- Ensure team members provide a high level of customer service at all times
- Quickly and efficiently respond to and resolve member concerns
- Assist the Department Head in training staff on Life Café policies and procedures
- Facilitate organized activities and ensure members are active, interested and safe
- Educate members on different clubs, classes, health tips and sports
- Develop leagues that provided fair and competitive competition

New Business Representative

April Year- July Year

Company .Com

City, ST

- Established new business accounts generating sales, building rapport for repeat business
- Handled over 150 outbound calls per day, prospecting and qualifying new business
- Managed and simplified customers freight shipping and managed their transportation spend

Intern

Name of Fund

Summer Year - Year
City, ST

- Taught an integrated reading curriculum to students of all ages
- Developed lesson plans and extra curricular activities that challenged students mental and physical abilities

SKILLS

Analytical/ quantitative analysis ~ Project management ~ Investment strategies ~
Advanced computer ~ Public speaking ~ Customer service ~ Training ~ Leadership ~
Multi-tasking ~ Detail oriented ~ Teamwork