

Brandon Smith

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Fluent in Spanish

OBJECTIVE

A Financial Advisor position with Merrill Lynch

EDUCATION

Bachelor of Science in Finance- expected May 20XX
California State University, Northridge (CSUN)
GPA (Major) - 3.0

PROFESSIONAL EXPERIENCE

Program Assistant

CSUN Career Center

- Assist with program organization and develop marketing materials
- Conduct campus outreach to classrooms, student organizations and events
- Perform data entry, filing, photocopying, faxing, answering phones
- Maintain front desk and reception area

2/xx to Present

Sales Associate (Men's Sportswear)

Macy's - Northridge, CA

- Responsible for cash and credit transactions and returns
- Assisted customers on the sales floor
- Provided excellent customer service to ensure repeat patronage

11/xx to 1/xx

Dock Worker (Receiving Department)

Macy's- Thousand Oaks, CA

- Packaged trucks and maintained a clean work station
- Responsible for shipping and receiving of inventory
- Provided sales floor with new merchandise

6/xx to 8/xx

LEADERSHIP ACTIVITIES

Volunteer- Moorpark Boys and Girls Club

Volunteer- Arroyo West Elementary School

Former CSUN Track and Field team member

7/xx to Present

4/xx to 9/xx

20xx

SKILLS

Quick learner, able to complete important projects in a timely manner, able to maintain confidentiality

Experience in: Operating cash transactions, customer service

Proficient in: Microsoft Office software (Word, Excel, PowerPoint)

PROFESSIONAL DEVELOPMENT

Student Member- National Association of Insurance and Financial Advisors (NAIFA)

Attended professional conferences and participated in programs