**NAME**

Seattle, WA ● (206) 425-5891

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**Qualifications**

* Over 3 years of business and accounting experience in fast paced environments with client success
* Analyst for the Student Investment Fund at SPU that actively manages $130K of the schools endowment
* Completes tasks efficiently and accurately while effectively managing multiple projects at once
* Multicultural awareness through extensive travel and cross-cultural experiences
* Well versed in proper office etiquette from working in professional settings
* Excellent organization skills, able to prioritize and streamline operations
* Proficient with Microsoft Office, Microsoft SharePoint, Microsoft AX and Adobe Frame Maker

**Education**

**Bachelor of Arts in Business Administration, Finance and International Business June 20XX**

*Seattle Pacific University, Seattle, WA*

* GPA 3.8, Dean’s List, Trustees Scholar Award, Ivy Honorary Mortar Board, Beta Gamma Sigma

**Study Abroad Sept.–Dec. 20XX**

*University of Torino, School of Business and Management, Torino, Italy*

* Completed 18 credits of business and management classes, maintained a GPA of 3.7
* Learned effective ways of reaching an objective through communication that permeated cultural and language barriers
* Provided greater appreciation and understanding of cultures across Europe and increased self-awareness

**Related Experience**

**Peer Career Advisor Sept. 20XX-Present**

*Center for Career and Calling, Seattle Pacific University, Seattle, WA*

* Advise university students with career development tools, editing resumes, cover letters, interview skills
* Deliver high level customer service and maintain strong attention to detail
* Creatively plan, market, and coordinate events ranging from 12-300 people

**Financial Planning Intern Sept.–Dec. 20XX**

*The Smith/Richards Group, Mercer Island, WA*

* Collected relevant information from clients financial network
* Created and organized single source tracking systems to ensure accuracy in all tasks
* Maintained an administrative role by professionally scheduling and coordinating client meetings
* Developed custom financial plans, typically including multiple scenarios to achieve client financial goals

**Cheer Coach Intern Summer 20XX**

*Uncharted Waters Sports Ministry, Various Locations, USA*

* Worked in teams of 5, learned to perform and persevere through difficult situations
* Prepared daily lessons and taught sport sessions, developed classroom management
* Acquired flexibility, adaptability, and accountability by living in host homes and experiencing constant change

**Student Intern Summers 20XX-20XX**

*Key Technology, Inc., Walla Walla, WA*

* Defined bottlenecks in operations and executed the refined plan of action
* Coordinated and organized cross functional teams based on customer needs during on-site visits
* Chosen to train new employees, developed and revised the training manual
* Addressed and resolved personnel issues effectively while maintaining a calm and friendly demeanor

**Leadership Experience**

**Chair of Membership**, Ivy Mortar Board **20XX**

**Small Group Leader**, BSF **20XX**

**Vice President**, BEGIN Club SPU **20XX-20XX**

**Volleyball Team Captain**, SPU **20XX-20XX**