

# George Washington

5108 Cherry Street, Kansas City, MO 64110 • gwprez1@mail.umkc.edu • 816.555.1234

## EDUCATION

**University of Missouri-Kansas City**

Kansas City, MO

**Henry W. Bloch School of Management**

Spring 2023

*Bachelor of Business Administration, Emphasis in Finance and Marketing*

*GPA: 3.6*

## EXPERIENCE

**AccountAbility Missouri**

Kansas City, MO

*Volunteer Tax Preparer*

January 2021-Present

- Analyze various tax forms and interview clients while generating friendly service to increase customer satisfaction
- Apply TaxWise software and enrich tax knowledge while successfully completing 20+ client tax returns per week

**Old Navy**

Kansas City, MO

*Sales Associate*

May 2020-Present

- Earned outstanding associate recognition as result of consistent positive customer referrals and receiving composite score of 9 (on 1-10 scale) on customer experience surveys
- Exceed sales goals each month for cross-selling 80+ Old Navy credit cards, as compared to average of 65 for team

**Missouri Food Cupboard**

Kansas City, MO

*Volunteer Coordinator*

September 2019 – May 2020

- Trained 40+ volunteers to provide outstanding customer service, resulting in 500% increase in customer usage
- Tracked, recorded and communicated service learning hours for 50+ volunteers to appropriate organizations
- Redesigned food pantry to increase both volunteer work productivity and customer satisfaction

**A Missouri Without Poverty**

Kansas City, MO

*Graphic Design Intern*

June 2019 – August 2019

- Communicated and collaborated with Executive Director and staff members to design effective methods to engage greater Kansas City area to donate and volunteer
- Designed new visuals for shirts and stickers for gift bundle campaign to increase charitable contributions

## LEADERSHIP

**Multicultural Student Club (University of Missouri-Kansas City Chapter)**

Kansas City, MO

*President*

December 2019 – Present

- Supervised two campus-wide collaboration events with four diverse groups on campus, for each event, managed budget of \$5,000 to create quality event to unite and promote awareness for variety of cultures
- Created weekly safe-space sessions for students to talk about personal cultural identities and social justice issues

**Asian Heritage Initiative**

Kansas City, MO

*Diversity Retention Leader*

October 2020 – May 2021

- Presented on panels at Missouri Academic & Student Affairs – Diversity & Equity Professional Development Conference
- Developed and launched year-long program to inspire Asian-Pacific American students to complete degree or transfer to 4-year college

**Student Volunteer Club**

Kansas City, MO

*President*

August 2019 – May 2020

- Improved efficiency of club by reorganizing crucial positions, implementing new constitution, and quantifying objectives which resulted in budget savings of \$3,000 for following fiscal year
- Increased volunteer membership from 5 members to 60 members to meet needs of local non-profit organizations requiring volunteer assistance

# John Adams

5108 Cherry Street, Kansas City, MO 64110 • japrez2@mail.umkc.edu • 816.555.1234

## EDUCATION

**University of Missouri-Kansas City**

**Henry W. Bloch School of Management**

*Bachelor of Business Administration in Marketing*

*GPA: 3.4*

Kansas City, MO

Spring 2024

## EXPERIENCE

**University Tutoring Center (UTC) – University of Missouri-Kansas City (UMKC)**

Kansas City, MO

*Front Desk Student Worker*

September 2021 – Present

- Coordinate 50-75 weekly drop-in and scheduled appointments for five UTC coaches
- Promote office services at UTC events and market activities to student population on social media (Snapchat, Instagram and Twitter)
- Manage communication with students, faculty and staff via phone and email, guaranteeing that all inquiries receive a response within 24-hours

**Overland Park Aquatic Park**

Overland Park, KS

*American Red Cross Head Lifeguard (Management Team)*

Summer 2021

- Earned promotion to management team based on performance as staff lifeguard and swim instructor
- Communicated with patrons, coworkers and management to ensure operations were running smoothly
- Monitored 400-600 patrons per day during peak season ensuring that safety guidelines were being followed and that all had a fun and safe experience
- Trained new employees yearly by offering job-shadowing and mentorship
- Maintained positive and flexible attitude in alignment with recreational culture of organization
- Performed annual comprehensive job assessments for 50+ seasonal staff members

*Swim Instructor*

Summers 2017 – 2019

- Taught and coached swimming skills to children, ages 4-14, focusing on each individual to provide exceptional lessons
- Developed and executed weekly comprehensive lesson plans to ensure each child enhanced their swimming skills
- Provided exceptional learning environment to students through positivity, anticipation of their needs, and adaptation to their individual learning styles

## VOLUNTEER EXPERIENCE

**Ronald McDonald House Charities**

Kansas City, MO

*Volunteer*

September 2018 – May 2020

- Provided support and companionship to young patients and their guardians
- Cleaned rooms and common areas of facility and performed maintenance outdoors to create a welcoming environment for guests

## ACTIVITIES

**Pi Kappa Alpha Fraternity IKA** | *Initiated Member*

September 2020 – Present

# Harriet Tubman

5108 Cherry Street, Kansas City, MO 64110 • hturr1@mail.umkc.edu • 816.555.1234

## EDUCATION

**University of Missouri-Kansas City**  
**Henry W. Bloch School of Management**  
*Bachelor of Business Administration in Finance*  
GPA: 3.8 | ACT 33

Kansas City, MO  
Spring 2023

## WORK EXPERIENCE

### Raymond James

*Fixed Income Capital Markets Intern*

Memphis, TN  
June 2022 – August 2022

- Researched short-term trends and provided administrative support for head corporate trader
- Created research reports for municipal and corporate research analysts using EMMA and Moody's data
- Synthesized investment portfolio overview in Excel from multiple reports highlighting performance by security type and maturity, risk levels in portfolio, and depicting cash flow – new report generation required 90% less time to create
- Detailed risk levels in traders' portfolios in Bloomberg and made recommendations based on aging policies and duration hedging by maturity bucket
- Completed rotations in Sales, Trading, Public Finance, and Research

### Country Club Bank

*Financial Analyst Intern*

Kansas City, MO  
May 2021 – August 2021

- Updated financial models for prepaid card partners, reported changes in level of profitability and underlying causes
- Maintained weekly file documenting overall deposit volume and deposit volume by partner—used VLOOKUP formulas, macros and pivot tables in process. Report used to generate deposit forecasts and determine future capital requirements
- Analyzed monthly divisional financial statements to investigate causes of substantial variances month-over-month relative to budget to increase accuracy in forecasting

## INVOLVEMENT

### Financial Management Association (FMA) – University of Missouri-Kansas City Chapter

*President, VP Finance, Events Coordinator*

September 2021 – Present

- Organize organization's first scholarship fund drive, generating \$20,000 for future scholarships for finance students
- Promote academic excellence through scholarship program featuring goal setting, periodic check-ins and study tables
- Schedule professionals from Kansas City finance community to speak at weekly meeting on topics ranging from personal finance management to investment banking

### CFA Institute Research Challenge

September 2021 – Present

- Perform comprehensive valuation analyses including discounted cash flow and comparable company analyses
- Utilize Bloomberg and FactSet to perform in-depth company and industry research and analysis necessary to craft an initiating coverage report
- Collaborate with five member team to present report and recommendation with PowerPoint presentation to board of local industry professionals with top team advancing to regional level

### Volunteer Tax Assistance Program

November 2020 – Present

*Certified Advanced: Site Coordinator – General Operations, Quality Reviewer*

- Identified recurring errors and provided instruction for accurate preparation as dedicated technical expert
- Reviewed work of four tax preparers on regular basis to ensure accuracy and compliance as Quality Reviewer

# Dalip Singh Saund

5108 Cherry Street, Kansas City, MO 64110 • dssusrep1@mail.umkc.edu • 816.555.1234

## EDUCATION

**University of Missouri-Kansas City**  
**Henry W. Bloch School of Management**  
*Bachelor of Science in Accounting*  
GPA: 3.5

Kansas City, MO  
Spring 2023  
150 Credits Hours, Spring 2023

### Relevant Course Work:

*Advanced Accounting; Fraud Auditing; Advanced Accounting Systems; Principles of Internal Auditing; Government/Non-For-Profit Accounting; Legal, Ethical & Regulatory Environment of Business; Cost Management; Income Taxation; Financial Management*

## EXPERIENCE

### PwC

#### *Audit Intern*

Kansas City, MO  
February 2022 – April 2022

- Executed financial statement audits for banking industry client with over \$15 billion in assets
- Organized and filed audit workpapers and supplementary documentation in client site
- Analyzed client-provided information to ensure accuracy
- Reported audit findings to manager
- Prepared audit workpapers in compliance with GAAP and IFRS
- Generated variety of financial reports which were used for client's annual report based on client data

### Honeywell

#### *Accounting Intern*

Kansas City, MO  
June 2021 – August 2021

- Reconciled company's revenues, expenses, and ensured accuracy and completeness
- Compiled and analyzed financial transactions to ensure they match provided detailed records
- Identified discrepancies of financial statements provided by company
- Performed fraud investigation and identified fraudulent behavior through auditing

### Bob Hamilton Heating & Plumbing

#### *Accounting Intern*

Kansas City, MO  
May 2020 – August 2020

- Reconciled credit card statements
- Managed and organized account payable and account receivable files
- Created spreadsheets for the account payable record
- Trained incoming interns by creating 20-page procedure manual with detailed instructions

## ACCOUNTING LEADERSHIP PROGRAM PARTICIPATION

**FORVIS (formerly BKD) – Summer Leadership Program** | Kansas City, MO

Summer 2021

**PwC – Elevate Summer Leadership Program** | Kansas City, MO

Summer 2021

**RSM – Pathways Summer Leadership Program** | Kansas City, MO

Summer 2021

**RubinBrown – GOAL Program** | Kansas City, MO

Summer 2021

## SKILLS

- Intermediate Spanish
- Ultra-Tax
- Accounting CS
- Microsoft Office 365; Microsoft Excel
- QuickBooks

# Patsy Takemoto Mink

5108 Cherry Street, Kansas City, MO 64110 • ptmussen@mail.umkc.edu • 816.555.1234

## PROFESSIONAL SUMMARY

Management professional with 8+ years' experience leading finance and accounting teams in corporate environment. Proven success in corporate financial planning, reporting and controls, short- and long-term business strategy.

## EXPERIENCE

### KC Southern Railway Company

*Finance Manager*

Kansas City, MO  
February 2012 – Present

- Promoted from Accounting Specialist to Cash Manager to Finance Analyst to Finance Manager based on ability to learn quickly, improve efficiencies and identify opportunities for reducing costs
- Monitor day-to-day financial operations for unit (payroll, invoicing and other transactions) to guarantee accuracy in reporting and identify opportunities to improve efficiencies
- Collaborated with sales management leadership team to restructure partnership deals leading to 20% increase in deal profitability
- Review financial data and prepare monthly and annual reports for department heads and unit leadership
- Present financial reports to board member, stakeholders, executives and partners in formal meetings
- Establish and maintain financial policies and procedures for unit in cooperation with central corporate finance team guidelines; communicate those policies to key stakeholders resulting in 100% compliance within unit
- Research, understand and adhere to financial regulations and legislature to reduce risk and adhere to corporate mission statement of transparency and exceptional ethical standards
- Hire, develop, and manage team of 8 professionals offering mentorship and career development coaching

### YRC Freight

*Accounts Supervisor*

Kansas City, MO  
September 2008 – January 2012

- Promoted from Accounts Payable Specialist to Accounts Supervisor, leading staff of 5 professionals
- Coded invoices, vouchers, expense reports, and check requests with correct codes conforming to standard procedures to ensure proper entry into financial system
- Communicated with vendors via email and phone to confirm transactions and resolve discrepancies
- Investigated and resolved problems associated with processing of invoices to ensure accurate reporting and identify process improvements
- Restructured reporting process to reduce number of steps by 30%, shorten time to process payments, and improve accuracy
- Processed remittance information from checks, drafts, and wire transfers for invoices provided by vendors, reviewed accompanying materials to adhere to company's standard procedure
- Communicated with internal and external stakeholders to provide updates on account status, and resolution of discrepancies

## SKILLS & CERTIFICATIONS

- Advanced Microsoft Excel Training
- MAS 90 / MAS 200
- QuickBooks
- Spanish Language Skills - Advanced

## EDUCATION

**University of Missouri-Kansas City**

**Henry W. Bloch School of Management**

*Bachelor of Business Administration, Finance*

GPA: 3.5

Kansas City, MO  
Spring 2023

**Johnson County Community College**

*Associate of Arts in Accounting*

Overland Park, KS

# Daniel James, Jr.

5108 Cherry Street, Kansas City, MO 64110 • dcjgen1@mail.umkc.edu • 816.555.1234

## PROFESSIONAL SUMMARY

Logistics professional with 7+ years' experience developing effective processes and directing complex logistics functions for multimillion-dollar projects

## EXPERIENCE

### United States Air Force

Various locations

#### *Logistics Supervisor*

February 2015 – April 2019

- Directed 8-member team to develop most efficient routing system for \$47 million in supplies and equipment
- Monitored all transportation operations, including quality controls, to ensure transportation services met contract obligations, as well as local and national government regulatory requirements
- Oversaw dispatching, routing, tracking and shipping activities to ensure safe, prompt and accurate delivery of transportation equipment – achieve 99.5% average delivery rate on all assignments with no loss of materials or assets
- Identified and corrected efficiency bottlenecks, saving \$1.2 million and resulted in faster, more accurate supply shipments
- Trained and coached staff on new tracking procedures
- Communicated operation needs to senior management

#### *Logistics Coordinator*

June 2011 – February 2015

- Collaborated with and supported Logistics Manager in overseeing \$25+million in equipment and supplies shipped worldwide to support wide range of projects
- Assured proper authorization for all shipments; oversaw tracking and monitored cross-border transportation activities
- Optimized flow of supplies by developing and operating automated systems
- Led smaller teams in developing effective stocking and inventory management systems to minimize loss and maximize performance

#### *Logistics Support*

June 2009 – June 2011

- Coordinated with staff regarding relocation and transportation arrangements
- Prepare documentation and coordinated transport of resources and materials
- Marked and labeled freight; documented, verified and inventoried cargo; prepared and submitted report documentation
- Maintained accurate records and managed office correspondence

## TRAINING

### Completed professional development modules through United State Air Force on:

- Advanced Logistics Management
- Distribution Operations
- Leadership and Supervision
- Advanced Inventory Management
- Standards and Procedures Compliance
- Diversity Training

## EDUCATION

**University of Missouri-Kansas City**  
**Henry W. Bloch School of Management**  
*Bachelor of Business in Entrepreneurship*  
GPA: 3.8

Kansas City, MO  
Spring 2023