BOB McDUFFIE

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Houston, Texas 77006
(713) 525-3160
you@email.com

OBJECTIVE

To obtain the Financial Officer I position at Compass Bank

EDUCATION

University of St. Thomas — Houston, Texas
Bachelor of Business Administration in Finance, GPA 3.8 — May 2010
Minor in Accounting

Related Coursework:

- Corporate Finance
- Financial Institutions and Markets
- Investment Analysis
- Financial Statement Analysis
- International Finance

Study Abroad: Universidad de Barcelona — Barcelona, Spain
Completed 6 hours of coursework in Spanish — Summer 2008

EXPERIENCE

JC Penney — Houston, Texas
Sales Associate / Supervisor — Jan 2007 – present

- Total and close register at end of shift
- Accurately complete financial paperwork required by company
- Train employees to ensure understanding of policies and procedures
- Provide quality customer service
- Design and maintain advertising displays

ACTIVITIES

Treasurer, **Spanish Honor Society** — 2009 – 2010

- Responsible for all monetary transactions within the organization
- Maintained accurate accounting records
- Chaired fundraiser to benefit local children's mission raising 20% more than the targeted goal

Senator, **University of St. Thomas Student Government** — 2008 – 2009

- Represented junior class in elected student governing body
- Surveyed students then prepared and presented student request for an activities lounge in the Student Center
- Actively and cooperatively participated in meetings and on committees

Volunteer, **Office of the Attorney General** — Spring 2008

- Researched case law and legal history for case managers
- Assisted with client intake and interviews

SKILLS

- Bilingual: Spanish & English, both oral and written
- Computer: QuickBooks, Quantum Pro, Microsoft Office