

SHAYMIA DUNES

2589 S. Torreys Road, Denver, CO 80220

email: sdunes@du.edu

(303) 555-8686

OBJECTIVE

A managerial track in the high-tech or consulting sector utilizing my financial, analytical, and communication skills.

EDUCATION

BS, Business Administration in Finance and Management June 20xx
University of Denver, Daniels College of Business Denver, CO G.P.A. 3.6/4.0

Relevant Courses: Advanced Management Concepts, Financial Analysis I-III,
Business Communication, Business Decision Making

Institute for Shipboard Education, University of Pittsburgh Summer 20xx

EXPERIENCE

Assistant Night Manager

MTC Trucking Company Denver, CO Fall 20xx-present

- Supervised ten delivery drivers and warehouse workers
- Calculated and presented bids for four contracts
 - Increased contracted miles by 32%
 - Boosted revenue by 10% in six months

Finance Analyst Intern

GBI Business Services Denver, CO Summer 20xx

- Developed and maintained company's relationship with potential clients
- Researched and determined potential acquisitions for clients
- Maintained database on target companies

Assistant Manager/Staff Instructor

Paradise Rock Gym Westminster, CO 20xx-20xx

- Hired, trained, and scheduled 14 employees
- Assisted customers with purchases and provided excellent service
- Instructed clients in technical rock climbing skills

SKILLS

Languages: Working knowledge of Spanish

Computer: MS Word, Excel, PowerPoint, MS Access, Internet research

LEADERSHIP/EXTRACURRICULAR ACTIVITIES

Treasurer, DU Alpine Club 20xx-present

Member, Alpha Gamma Pi, DU Finance Club 20xx-present

Social Chair, Delta Delta Delta Sorority 20xx-20xx

Team Member, DU Women's Club Lacrosse 20xx-20xx