

Your Name Here

Dorm Address
State University of New York at Fredonia
Fredonia, NY 14063
716-555-1234
youremail@fredonia.edu

After May 16, 20xx
Street Address
City, State Zip
Phone Number

OBJECTIVE

A Staff Accountant position with Ernst & Young

EDUCATION

State University of New York at Fredonia
Bachelor of Science, Accounting, May 20xx
GPA: 3.3, in major 3.7
Dean's List, 4 semesters

ACCOUNTING EXPERIENCE

IBM Corporation, Endicott, NY
Intern, Fall 20xx

- Processed two Signature invoices for three newly acquired companies, verified information and resolved problems
- Processed Canadian UCD Lab check requests
- Worked payment exception reports on a daily and weekly basis
- Ran cost of money query and canceled and reposted invoices accordingly
- Helped with internal "Quest" audit of credit memos for accuracy
- Created and tabulated a 10-question survey of approximately 200 clients regarding customer service

Volunteer Income Tax Assistance, SUNY Fredonia
Volunteer Tax Preparer, Spring 20xx/20xx

- Completed a four-week Internal Revenue Service training course
- Prepared and filed federal and state tax returns for elderly and low income clients utilizing Tax Wise

SUNY Fredonia Accounting Society

- Treasurer, junior year
- Oversaw a \$2000 budget and tracked all income and expenses
- Helped arrange presentations by accounting professionals for the organization

ADDITIONAL EXPERIENCE

Wegmans, Amherst, NY
Cashier, October 20xx-present

- Employee of the Month, July 20xx
- Cross-trained in several departments

PROFESSIONAL DEVELOPMENT

SUNY Fredonia Business Club

- Attended annual trip to New York City, which included tours of Wall Street financial firms to network with Fredonia alumni

COMPUTER SKILLS

Microsoft Office, Tax Wise, Page Maker, Publisher

VOLUNTEER

- MDA SuperDance participant
- Special Olympics volunteer
- Habitat for Humanity

Jane Doe

(555) 553-2488 | JaneDoeManagement@gmail.com

Professional Summary

Ambitious and creative entrepreneur with experience in management, production, licensing, and statistical analysis. A self-starting innovator who consistently takes the initiative to promote positive organizational change, thereby leading to growth and progress. Strong communication skills with an understanding of implementing differentiated communication methods when dealing with various consumers, demographics, press, investors and financiers, corporate boards, and colleagues.

Music Business Background

Project Manager

August 2015 – Present

HAIL! Fredonia Records

- Conceive, develop, and orchestrate events that serve to benefit our partner not-for-profit organization, WhyHunger.
- Spear-headed the Music to Nourish Philanthropy Dinner and raised over \$3,100 for WhyHunger with a black tie event that included three live performances, a raffle, silent auction, and an elaborate four-course Thanksgiving dinner.
- Manage all members of the label and instruct members on proper data collection, statistical analysis, marketing tools, time management, writing skills, proper email construction, and proofread all materials before release.
- Exceptional communicator who effectively and diplomatically conveys information verbally and in writing.
- Highly analytical thinker with demonstrated talent for analyzing, improving, and streamlining work processes.
- Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.

Business & Artist Manager

August 2014 – Present

Nia Drummond

- Craft, program, and sustain the Nia Drummond website [www.niadrummond.com].
- Collaborate with artist to develop marketing and publicity plans to accelerate her career.
- Control all aspects of social media and have increased reach, likes, and engagements by 92.8% in 12 months.
- Executive producer of projects such as sound recordings, photo shoots, and music videos on a controlled budget.
- Compose press releases, photo releases, blogs, web content, contracts, licenses, proposals, grants, and graphics.
- Adaptable, mobile, positive, resilient, patient risk-taker who is ambitious to explore and implement new ideas.

Talent Showcase Coordinator & Administrative Intern

June 2014 – Present

Kingdom Bound Music Festival

- Create, develop, and maintain the Kingdom Bound Talent Showcase website [www.kbtalentshowcase.com].
- Hire and manage 20 interns to conduct social media, inquiries, artists and repertoire, and promotional work.
- Negotiate contract agreements with performers, agents, and production companies as well as write legal and binding terms, conditions, and agreements.
- Record, proofread, and organize invoices, presentations, publications, reports and other relevant material.
- Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches interns to meet high performance standards and educate them about various genres of music.
- Computer-literate performer with extensive software proficiency covering a wide variety of applications and coding.
- Manage all Kingdom Bound social media accounts during the festival and organize interns to effectively capture the essence of the company while creating a marketing strategy aimed toward the targeted and pertinent demographic.

Education

Bachelor of Science and Bachelor of Arts, May 2016

Fall 2012 – Present

Majors: Business Administration – Music Industry & Vocal Performance

State University of New York at Fredonia

GPA: 3.8

General Management Experience

Business Manager

January 2013 – Present

Dynamic Intonation

- Coordinate and organize events: concert dates, venues, accommodations, and transportation.
- Plan and implement fund-raising and promotional activities on a controlled budget.
- Plan and schedule rehearsals and performances, and arrange details such as location and time management.
- Collaborate with other members of the executive board to apply for grants, develop a budget, negotiate contracts, and design promotional materials to be used via social media and person-to-person contact.

Restaurant Manager

October 2014 – August 2015

Pizza Hut

- Supervise all areas of operations during scheduled shifts and ensured smooth coordination of between the back-end and front-end activities.
- Regulate inventory, supplies, customer complaints and queries.
- Monitor procurement, storage, preparation, cooking, handling, and serving of food.
- Balance finances at the end of each day and record all credits and debits in the system.
- Train new team members on various protocols, customer service tools, proper preparation of food, delivery procedures, and train wait staff in order to enable them for success and run an efficient shift.

Solo Performance

St. Matthew Passion	Ancilla II	Buffalo Philharmonic Orchestra	2016
Don Giovanni	Zerlina (cover)	Western New York Chamber Orchestra	2015
Into the Woods	Cinderella	Student Opera Theater Association	2015

Choral Performance

Buffalo Philharmonic Chorus	Alto	Buffalo Philharmonic Orchestra	2014 and 2016
Fredonia Chamber Choir	Alto	Fredonia State University	2013 – Present
Fredonia Festival Chorale	Soprano	Carnegie Hall	February 2014
Holy Trinity Lutheran Choir	Alto	Holy Trinity Lutheran Church	2013 - 2014

Acapella Performance

The Riveters (All Female)	Music Director	Soprano	Fall 2012 – Present
Dynamic Intonation (Jazz)	Business Manager	Soprano	Fall 2012 – Present