



On-Campus Student Employee Resume Template

ART N. SCIENCE

Phone: 817-123-4567

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EDUCATION

Bachelor of Business Administration in Information Systems

University of Texas at Arlington, Arlington, TX

Expected May 20XX

GPA: 3.0

RELEVANT COURSES

- Financial Accounting
- Management of Organizations
- International Business
- Decision Support Systems
- Computer Network Architecture
- Programming Business Applications

COMPUTER SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Access)
- Programming Languages: C++, PHP, XML
- Competent with Accounting and Financial Management

COMMUNITY SERVICE

Volunteer

Fall 20XX

Mission Arlington, Arlington, TX

- Assisted with organizing monthly newsletter
- Facilitated 20XX Mission Arlington Annual Fundraiser which generated 25% more donations than previous two years combined
- Answered telephones and provided customer service

CAMPUS & PROFESSIONAL ASSOCIATIONS

- Delta Sigma Pi, member
- International Business Society, member
- Business Professionals of America (BPA), member

AWARDS/HONORS

- Dean's List (20XX—20XX)

CLASS SCHEDULE

Monday: 1:00-2:20pm

Tuesday: 3:30-4:50pm; 7:00-8:20pm

Wednesday: 1:00-2:20pm

Thursday: 3:30-4:50pm; 7:00-8:20pm