

# JAMES DEAN

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## EDUCATION

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| <b>University of Dubuque</b><br>Master of Business Administration<br>• GPA 3.7/4.0   | <b>Dubuque, IA</b> | <b>Month 20XX</b> |
| <b>University of Dubuque</b><br>Bachelor of Business Administration<br>• GPA 3.8/4.0 | <b>Dubuque, IA</b> | <b>Month 20XX</b> |

## EXPERIENCE

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| <b>Audit Intern: Booth, Smith and Walton LLC</b><br>• Audited approximately 15 companies by reviewing records with companies' finance sectors<br>• Resolved discrepancies in company audits by revisiting cash-receipt process<br>• Committed to working with three person intern team as well as with all full-time employees<br>• Enhanced audit and tax knowledge through two-day training seminar<br>• Worked extensively in spreadsheets and paperless audit/tax programs | <b>City, ST</b> | <b>Month 20XX-Month 20XX</b> |
| <b>Volunteer Coordinator: Multicultural Center</b><br>• Assist students with finding volunteer opportunities on campus and in local community<br>• Coordinate various service events in Kirksville<br>• Plan and execute staff meetings<br>• Delegate work to student workers to ensure highest level of productivity<br>• Perform basic duties of responding to individual questions and concerns   | <b>City, ST</b> | <b>Month 20XX-Month 20XX</b> |
| <b>Financial Chair: University Program Council</b><br>• Committed to funding of wide variety of campus organizations<br>• Managed monetary distribution of funds to over 100 campus groups and events<br>• Spent time each week in FAC office to more efficiently respond to individuals' questions and comments   | <b>City, ST</b> | <b>Month 20XX-Month 20XX</b> |

## CAMPUS & COMMUNITY INVOLVEMENT

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| <b>University of Dubuque Ambassador</b><br>• Served as representative of the university and campus tour guide to prospective students<br>• Enhanced communication skills when speaking with groups of 2 – 12 individuals; further developed skills resulted from following up with prospective students via phone and email | <b>City, ST</b> | <b>Month 20XX-Month 20XX</b> |
| <b>Beta Alpha Psi, University of Dubuque Member</b>   | <b>City, ST</b> | <b>Month 20XX-Month 20XX</b> |
| <b>Intramural Basketball, University of Dubuque</b><br>• Organized participation of team members and served as captain<br>• Coordinated practices before and after games; result of effort lead to 20XX champions   | <b>City, ST</b> | <b>Month 20XX-Month 20XX</b> |