

## Evan Economics

Boca Raton, FL • (561) 555-4242 • EEcon@fau.edu

### EDUCATION

**Bachelor of Business Administration in Economics** May 20XX  
*Florida Atlantic University* Boca Raton, FL  
**Overall GPA: 3.7/4.0**

### EXPERIENCE

**Administration Intern** June 20XX – Present  
Wells Fargo Boca Raton, FL

- Expand knowledge base by participating in FC Training, Product Knowledge Seminars and conference calls with branch brokers.
- Research and compose hedge funds, reinsurance, insurance, annuities, and other various financial products.
- Create spreadsheets to provide assistance in analyzing and promoting insurance and annuity sales.
- Oversee coordination, assembly, and delivery of high-priority materials for company seminars.

**Head Waiter** December 20XX – September 20XX  
Café Eau St. Louis, MO

- Worked in a 4-diamond establishment providing excellent customer service.
- Managed staff of six assistants to ensure sufficient scheduling, supervising, and training.
- Ensured that safety and security standards were emphasized and adhered to, and that employees are trained in appropriate responses to unsafe situations.

### MEMBERSHIPS

Delta Tau Delta, *Florida Atlantic University* August 20XX – Present  
Economics Club, *Florida Atlantic University* August 20XX – Present  
Phi Alpha Delta, *Florida Atlantic University* August 20XX – Present  
Best Buddies, *Florida Atlantic University* August 20XX – Present  
St. Louis Albanian American Society August 20XX – December 2020

### COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint), Social Media (Facebook, Twitter, Instagram), Prezi

### LANGUAGES

Fluent in Albanian and Italian



#### FAU CAREER CENTER

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