

**BUSINESS RESUME-CHRONOLOGICAL**

**YOUR NAME**

Your Street Address  
Your Town, State Zip  
Your Phone  
E-mail

**OBJECTIVE:** A co-op position in the field of business management.

**EDUCATION:** Bergen Community College, Paramus, NJ  
AS, Professional Studies-Business Administration  
Anticipated date of graduation: 5/03  
GPA: 3.46

**RELEVANT COURSES:** Introduction to Business  
Principles of Business Management  
Financial Accounting  
Marketing Principles  
Introduction to Information Technology

**SKILLS:** Microsoft Word, Excel, Access, Peachtree for Windows

**WORK EXPERIENCE:**

Lee Miles Transmissions	Paramus, NJ
Administrative Assistant	1/01 to present
<ul style="list-style-type: none"><li>• Answer customer questions concerning billing, scheduling and repairing of vehicles</li><li>• Enter information into computer, generate reports</li><li>• Update spreadsheet applications</li><li>• Fax documents and e-mails</li></ul>	
Macy's Department Store	Paramus, NJ
Sales Associate	3/99 to 1/01
<ul style="list-style-type: none"><li>• Greeted customers and determined specific needs</li><li>• Assisted customers in purchasing various types of merchandise</li><li>• Explained operation of electronics and their warranties</li><li>• Maintained detailed paperwork for retail sales inventory</li></ul>	

**ACTIVITIES:** Assistant Coach for Teaneck Youth Soccer League  
Member of Bergen Community College Soccer Team

**REFERENCES:** Available upon request.