

## Sample Resume 4 - Finance

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**SUMMARY:** By nature I am a self-motivated, creative thinker. I have solid experience in the finance industry, including work in customer service, sales, and office administration. Using my strong interpersonal skills with a proven ability to multitask and work well under pressure, my goal is to pursue an internship in the field of finance.

### WORK AND VOLUNTEER EXPERIENCE

- 05/1993-present      **Banca Popolare di Novara, Turin, Italy**  
Assistant Manager and Financial Promoter  
Currently employed as the Assistant Manager, my responsibilities include coordinating, supervising and motivating co-workers, customer service, and sales of financial products such as banking accounts, investments and insurance.
- 04/1992-04/1993      **C.P.A. Arredamenti S.r.l., (Interior Design Firm) Santhia', Italy**  
Assistant Sales Manager (04/92 – 04/93)  
Responsibilities included sales, ordering supplies, overseeing products transport and installation, customer service and planning manager's meeting
- 06/1991-03/1992      **Studio Commercialisti Riuniti (Accounting Firm), Vercelli, Italy**  
Office Assistant  
Responsibilities included customer service, handling daily deposits, invoicing processes, bank reconciliation.
- 05/1990-05/1991      **Esercito Italiano (Italian Army Mandatory Service), Vercelli, Italy**  
Office Coordinator  
Responsibilities included planning manager's meetings, customer service, scheduling and issuing driver licenses.

### EDUCATION

- 2005 – present      **University of Modena and Reggio Emilia, Italy**  
Bachelor in Communication and Marketing  
Currently a freshman
- 1984-1989      **"C.Cavour" High School, Vercelli, Italy**  
High School Diploma, focus in accounting and commerce.

### OTHER SKILLS

- COMPUTER:      Technically proficient in Microsoft Office, (Excel, Windows). Also familiar with several Italian banking software programs.
- LANGUAGES:      Native Italian, Proficient English, Basic Spanish