

David Randolph

123 Palmgrove Drive
New York
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randolfd@xyz.com

Objective: I am interested in an entry level job with a reputable establishment.

Education

New York State University
Bachelors in Science(Physics)
Scored A+ for last two semesters.
GPA of 3.7

New York
Anticipated 2012

Sunnydale High School
High School Diploma

New York
2008

Experience

The Pizza Place
Part Time Clerk

New York
3/3/2010 to Present

- Assisted with managing the pizzeria on a daily basis.
- Kept a record of daily sales and purchases.
- Maintained a roster of staff.
- Answered phone calls, email and faxes.

Daves Real Estate Agency
Summer Intern

New York
1/5/2009 to 30/7/2009

- Assisted with the daily reporting of the Real Estate Agency.
- Provided assistance to staff and management.
- Answered phone calls, emails and fax.
- Kept a record of the daily cash inflow and outflow
- Maintained a record of the daily revenue fo the business
- Called up prospective buyers and sellers on behalf of teh real estate agent.

Personal Information:

Computer Skills Proficient with MS Word, MS Excel, MS Powerpoint.
Typing speed 45 words per minute

Languages:

Languages Known:- German, English, French,
Spanish

References: Available upon request