

David Randolph

123 Palmgrove Drive • New York
randolfd@xyz.com

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

Education: **New York State University** **New York**
Bachelors in Science(Physics) Anticipated 2012
Scored A+ for last two semesters.
GPA of 3.7

Sunnydale High School **New York**
High School Diploma 2008

Experience: **The Pizza Place** **New York**
Part Time Clerk 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 **New York**
Summer Intern 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