**FINANCIAL RESUME**

Alex Lee

Scranton, Pennsylvania

(123) ​456-7891

alex.lee95@email.com

**SUMMARY**

A strategically minded and hard-working sales associate with 2 years of experience increasing sales and increasing brand awareness.

**PROFESSIONAL HISTORY**

**L&O Financial, Sales Associate**

August 2016—Present

• Utilize Sales Force to help manage client accounts

• Learned and used various data analytics tools, including Excel and Tableau, to provide data insights

• Work collaboratively with other associates and managers to create new marketing strategies

**L&O Financial, Intern**

June 2016—August 2016

• Trained on industry financial systems

• Assisted sales teams with day-to-day operations

• Learned skills in sales and developing client relationships

• Accepted as full-time Sales Associate following successful internship

**EDUCATIONAL HISTORY**

Pennsylvania State University

August 2012 – June 2016

**B.A., Communications, 3.95 GPA**

**AWARDS**

* Magna Cum Laude
* President’s Scholarship Award (2014, 2016)
* Academic Honors (2012-2016)\*

**EXTRA-CURRICULAR**

* Debate Team Captain (2015)
* Student Government Treasurer (2013-2014)
* Habitat for Humanity (2012-2016)\*