

ALEX BELTRAN

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OBJECTIVE

To obtain a position in financial services utilizing strong analytical, organization and communication skills

EDUCATION

Bachelor of Science in Business Administration, May 20XX (anticipated)

University of Nebraska–Lincoln

Major: Finance; GPA: 3.75/4.00

Education Abroad: Nebraska at Oxford Program, Summer 20XX

RELEVANT EXPERIENCE

Union Bank and Trust, Lincoln, NE

Personal Banker, March 20XX-Present

- Open new checking, saving, CD, and IRA accounts
- Promote banking services and products to new and existing customers
- Provide procedural and customer service training to new staff

Customer Service Representative, October 20XX-February 20XX

- Process customer transactions, including paying out and receiving cash, process deposit bags and mail deposits using effective customer service, organization, and multi-tasking abilities
- Promote products and services to customers to help meet clients' needs and support branch

Students in Free Enterprise (SIFE), University of Nebraska-Lincoln, October 2015-Present

Treasurer, January-December 20XX

- Manage a \$5,000 budget to fund events, host speakers, and purchase promotional material
- Learn about entrepreneurship from professionals in local and regional organizations

LEADERSHIP EXPERIENCE

University of Nebraska – Lincoln, Lincoln, NE

Platoon Sergeant, Army Reserve Officer Training Corps (ROTC), August 20XX-Present

- Develop and mentor underclassmen on leadership, management, military training and ethics
- Selected from the top five percent of Corps of Cadets and completed Airborne Training
- Participate in the Army ROTC Drill Team, Color Guard Squad and Rifle/Pistol Team
- Receipt of the Sons of the American Revolution and Society of the War of 1812 Awards

Alternative Service Break, Pine Ridge, SD

Trip Leader, March 20XX Participant, March 20XX

- Coordinated logistics for a five-day service trip at Pine Ridge Native American Reservation
- Managed budget and solicited donations from organizations generating more than \$7,500
- Tutored elementary school students and helped students participate in extracurricular activities

ACTIVITIES/HONORS

Delta Sigma Pi Professional Business Fraternity, January 20XX-Present

Scarlet Guard Student Alumni Association, October 20XX-Present

Nebraska Chamber of Commerce Scholarship, August 20XX-May 20XX

SKILLS

Computer: Microsoft Word, PowerPoint, Excel, Access

Languages: Conversational Spanish