

Ron Orick
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Objective: Seeking an entry level position in management

Education

University of Arkansas - Fort Smith

Bachelor of Science, Business Administration, May, 20xx
GPA: 3.65

Work Experience

Capital Bank, Fort Smith, Arkansas

October 20xx-present

Banking Services Representative

- Open checking, savings, and time-deposit accounts
- Provide customer service
- Aid branch manager with business development
- Analyze loan applications and monthly payments

Smith Fashions, Van Buren, Arkansas

October 20xx-September 20xx

Sales Representative

- Selected and ordered merchandise with manager
- Coordinated delivery and billing of vendors
- Executed sales, returns, and exchanges

Gordon's Camera Shop, Fort Smith, Arkansas

June 20xx-September 20xx

Sales Clerk

- Sold merchandise to customers
- Filed and maintained inventory records
- Reordered stock items

Honors and Activities

Junior Class Representative to Student Senate, 20xx
Winner of Fullerton Business Association Award, 20xx

Computer Skills

Microsoft Word, Excel, PowerPoint, Access

References

Available upon request