

1040 S. 12<sup>th</sup> Street  
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# Matt Giess

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## Objective:

A position as a financial analyst

## Education:

Henderson State University Arkadelphia, AR  
Bachelor of Business Administration to be conferred May 2010  
Finance Focus  
GPA 3.00

### Related Courses:

Security Analysis and Portfolio Management	Accounting
Advanced Financial Management	International Business
Investment Principles	Management Communications
Strategic Management	Business Statistics
Operations Management	Business Information Systems

## Experience:

January 2007-Present Jordan's Kwik Stop Valero/Shell Caddo Valley, AR

### Assistant Manager

- Handled \$6000-\$25,000 in cash daily
- Trained new staff
- Received promotion after three months
- Supervised multiple employees
- Mediated customer and employee conflicts

April- December 2005 Walgreens The Colony, TX

### Customer Service Clerk

- Received award for top sales in North Dallas district
- Merchandised store
- Trained new employees
- Projected positive company image
- Balanced cash drawer

August- December 2004 Trails of Frisco Golf Course Frisco, TX

### Customer Service / Cart Management

- Managed services for excess of 100 people

December 2003- February 2004 Schnucks Grocery Belleville, IL

### Customer Service Clerk

- Ensured customer satisfaction

## Skills and Abilities:

Fully Trained in:	Microsoft Office	Microsoft Visio
	Microsoft Windows XP	Microsoft Vista
	Mac OS-X	Adobe Photoshop CS2
	Internet Explorer	Safari
	Microsoft Project	Adobe Dreamweaver

