

Summary

Nursing student at Bon Secours Memorial College of Nursing, building on a previous career in real estate marked by excellent performance.

Education

Bon Secours Memorial College of Nursing, Richmond, VA.

Bachelor of Science in Nursing, expected December, 20XX

George Mason University, Fairfax, VA. 30 credits in Business Administration & Finance. August, 20XX – May 20XX. GPA: 3.6

Certifications

Basic Life Support through May xxxx

Experience

Long and Foster Realtors, Arlington, VA

20XX- 20XX

Realtor

Specialized in residential properties for corporate relocations. Recognized as “Top Listing Agent 20XX-20XX” and “Salesperson of the Year, 20XX.” High levels of personalized customer service in a busy real estate market.

James Rainey Accounting, Arlington, VA

20XX – 20XX

Accounting Assistant

Assisted with accounts payables and receivables for small businesses. Praised for accuracy and commitment to 60+hour work weeks during tax season.

Kroger, Arlington, VA

20XX – 20XX

Cashier

Handled sales transactions in busy grocery store with accuracy. Offered excellent customer service. Received “Employee of the Month” recognition on two occasions.

Community Service & Volunteer Experience

- RAM (Remote Area Medical) through College of Nursing. Provided triage for large number of underserved clients, Grundy, VA. Spring Break, 20XX.
- Arlington Free Clinic, Falls Church, VA. Office Assistant performing clerical tasks and light accounting, 6-8 hours monthly, 20XX – present
- Mission trip to Honduras: Centerville Methodist Church, Arlington, VA. 20XX-20XX