

Chris Vesper

319 North Vine Ave, Unit B
Tucson, AZ 85719
520.490.0451

Objective: To gain a job at Tucson Electric Power corporation as an administrative assistant to better my knowledge of business practices and the benefits of management and administration

Education:

Pima Community College: Fall '13-Current; Major – Business Administration

University of Arizona: Fall '11-Spring '13; Major – Pre Business/Finance

Experience:

Jimmy Johns – May '12 to July '12

- ♣ learned point-of-sale data entry skills
- ♣ made artisan sandwiches
- ♣ answered phones for customer orders
- ♣ discussed scheduling with my manager

Pima County Summer Internship Program – May '11 to July '11

- ♣ worked at a theatre and learned food service skills
- ♣ assisted in cleaning theaters
- ♣ dispensed concessions and learned POS data entry

Relevant Skills/Courses:

Microeconomics ECN201 – Spring 2014

Managerial Accounting ACC102 – Fall 2013

Financial Accounting ACC101 – Fall 2012

- ♣ Blue Chip Leadership Program – Fall 2011 to Fall 2012
- ♣ Employability Skills Training – May 2011
- ♣ proficient with MS Office:Excel, PowerPoint,Outlook,and Word
- ♣ skilled in organizing, alphabetizing, data corrections, and typing

Interests:

- ♣ management
- ♣ investment banking
- ♣ sustainable design and urban planning

References available upon request

