**Entry Level Resume**

*“Connecting Curriculum and Career”* **Friendly M. Freshman**

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**OBJECTIVE**

Administrative Assistant position at City Works

# EDUCATION

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| Bachelor of Science, Business Administration, option Accounting  California State University, East Bay, Hayward, CA GPA: 3.6    **Related Coursework** |  | June 2016 |
| Financial Real Estate Operations   * Examined methods of financing income properties * Gave recommendations for investments and risk analysis of target companies * Evaluated alternative real estate financing and investment vehicles |  | September – December 2015 |
| Investment Analysis   Understand mortgage-back securities, stock valuation, and futures contracts    **EXPERIENCE** |  | January – March 2016 |
| **Child Care Provider** |  | September 2013 - Present |

Self-Employed

* Provide childcare for several families with children ages 5 months to 7 years old
* Organize age-appropriate activities for children in a safe and secure environment
* Serve as emergency guardian while accompanying children to afterschool activities, including soccer, karate, and gymnastics

**Receptionist** January 2013-July 2014

Van Ryan and Associates, Emeryville, CA

* Greeted clients, determined the nature of visit and directed to appropriate resources
* Answered over 40 phone calls daily; screened and forwarded calls and took messages
* Maintained professional relationship and attitude with clients and staff

# SKILLS

* Proficient with Microsoft Office Suite; Mac and PC platforms
* Fluent in written and spoken English, knowledge of Farsi

# VOLUNTEER EXPERIENCE

* Mentor, Big Brother/Big Sister September 2012 - Present
* Volunteered and raised $250 by fundraising, Relay for Life March 2012

# ACTIVITIES

* Pledge, Beta Alpha Psi, September 2015-Present
* Member, Black Student Union- participate in quarterly outreach events September 2015-Present