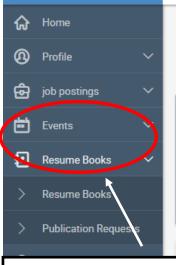


Use the following instructions to learn how to:

- ☑ Search through Career Central alumni and student resumes
- © Create a resume book using resume text search and advanced searches
- 2 Schedule searches to run at a chosen frequency and to send email notifications containing new results
- Send emails to potential candidates





Home / Resume Books

Resume Books

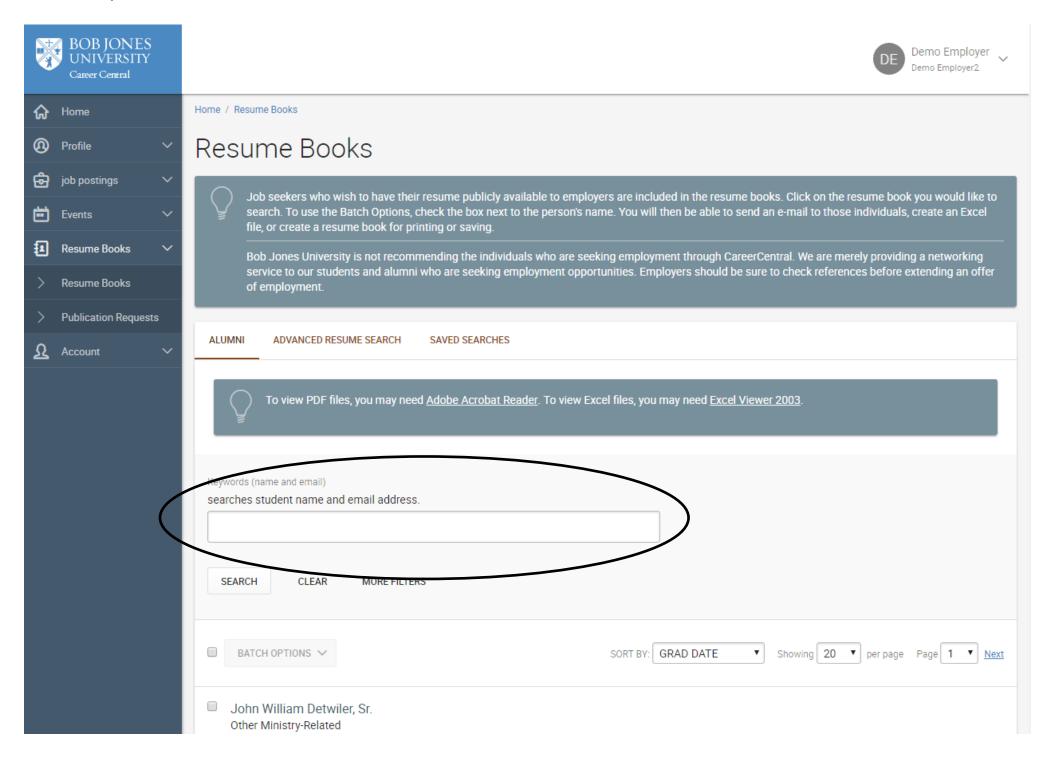


Job seekers who wish to have their resume publicly available to employers are included in the resume books. Click on the resume book you would like to search. To use the Batch Options, check the box next to the person's name. You will then be able to send an e-mail to those individuals, create an Excel file, or create a resume book for printing or saving.

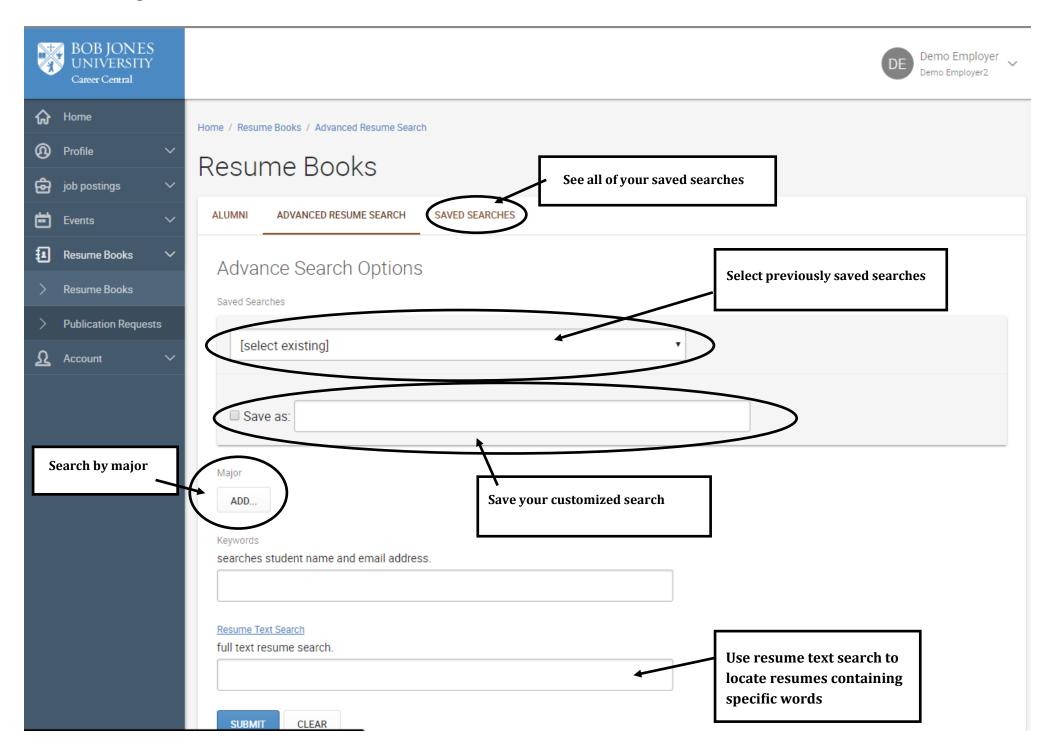
Bob Jones University is not recommending the individuals who are seeking employment through CareerCentral. We are merely providing a networking service to our students and alumni who are seeking employment opportunities. Employers should be sure to check references before extending an offer of employment.



Search by student/alumnus name and email address:



Search using resume text and advanced searches:



Bob Jones University / Resume Book: Alumni

Resume Packet

| NO. | STUDENT | MAJOR(S) | GRAD DATE |
|-----|---------------------------|------------|-----------|
| 1 | Jonathan E Arbuckle | Accounting | May 2014 |
| 2 | Justin M Belicher | Accounting | May 2013 |
| 3 | Michael D Darlin | Accounting | May 2014 |
| 4 | Mark B England | Accounting | May 2014 |
| 5 | Sean R Fenstermaker | Accounting | May 2014 |
| 5 | Angela M Gorsline | Accounting | May 2013 |
| 7 | Carl T Horton | Accounting | May 2014 |
| 8 | Paul C Manos | Accounting | May 2013 |
| 9 | Joseph F. Monigomery, III | Accounting | May 2012 |
| 10 | Van Revroad | Accounting | Dec 2012 |
| 11 | Benjamin J Rodman | Accounting | May 2013 |
| 12 | Jason P Smith | Accounting | May 2014 |

Title Page Example

Jane E. Example

111 Main Street, Greenville, SC 29615 □ Cell (864) 962-4991 □ jane-example@gmail.com www.linkedin.com/example/ane u www.bju.meritpages.com/Jane-Example/222222

Graduating Accounting major available for an entry-level audit position

SUMMARY OF QUALIFICATIONS

- 1 semester of audit internship experience
- · 2+ years of accounting-related work
- Experience with QuickBooks; Microsoft Word, Excel, Access, PowerPoint
- Paid 70% of college costs with Palmetto Fellows Scholarship & work.

B.S. Accounting (150 credits) Minor: Organizational Communication Bob Jones University, Greenville, SC

Bookkeeper/Administrative Assistant, EMU International, Inc., Taylors, SC May 2011-Present

- . Oversaw the general bank account as well as bank accounts for 16 missionary families in 10 different countries
- · Entered transactions into QuickBooks for all accounts
- · Paid bills and handled monthly expenses for each family
- Transferred money internationally
- · Processed monthly donations that comprise missionary support
- · Designed spreadsheets to increase efficiency in bookkeeping
- · Revised monthly newsletters, donor letters, and missionary letters
- · Managed office when employers traveled internationally

Audit Intern. Carter & Company. CPA. LLG. Destin. FL

May 2015

uont intern. Carter & Company. GPA. LLC. Destin. FL Spring 2014

Prepared andit schedules and performed preliminary audit testing for audits of multifamily housing activities. housing entities

ACTIVITIES

University Business Association President, 2018 & 2014 Academic School Years Member, Fall 2010-Present Beta Epsilon Chi Literary Society, Intramural Sports Epsilon Zeta Chi Literary Society, Cheerleader Weekly Children's Outreach University choir member

INTERESTS

Team Sports: Soccer, basketball, volleyball Music: Choir, French horn, piano

Resume Example