**JOHN D. STUDENT**

(785) 000-0000 123 Success Street

johnstudent@manhattantech.edu Manhattan, Kansas 66502

# OBJECTIVE:

# To utilize my technical education and experience to obtain employment in the field of business.

# EDUCATION:

# Manhattan Area Technical College - Manhattan, Kansas 2020-2022

# Business Administration or Business Accounting

# Associates of Applied Science Degree - May 2022 (GPA: 3.21)

 **Major Courses:**

* Financial Accounting
* Managerial Accounting
* Computerized Accounting
* Payroll Accounting
* Management
* Personal Finance
* Microsoft Office - Word, Excel, Access, PowerPoint
* Business Ethics & Human Relations
* Business & Entrepreneurship
* Records Management
* Administrative Procedures

Cloud County Community College - Concordia, Kansas 2016

General Studies - 16 credit hours (GPA: 3.21)

Marysville High School - Marysville, Kansas - Diploma 2015

**CERTIFICATIONS:**

* Microsoft Office Specialist - Excel
* Other
* Other
* Other

**EMPLOYMENT:**

**Laborer - Johnson’s Stone** (April 2015-January 2019)

Ran a rock drill and did dirt work with a dozer and track hoe.

**Mason’s Apprentice - John Smith Construction** (December 2007-March 2017)

Laid stone, block and brick. Poured and finished concrete for residential homes.

**Specialist - U.S. Army, 10th Mountain Division**, **1-64 Infantry** (May 2004-September 2009)

Specialist in a weapons squad and a Javelin gunner. Our platoon ran long-range unmounted patrols in the Depeche River and Korengal Valley of Afghanistan.

**Military Commendations:**

* Bronze Star with Valor Medal
* Two Army Commendation with Valor Medals

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**REFERENCES:**

Jason York, JD/MAcc, Instructor

Business Administration Program

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Mr./Mrs. Full Name, Owner (or Foreman, Manager, Supervisor, etc.)

Name of Company or School

Address

City, State Zip

Phone:

 Email

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