

# BRYAN GLOVER

## Administrative Assistant

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☎ (123) 456-7890

📍 Houston, TX

🌐 /in/bryan-glover-14

## CAREER OBJECTIVE

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Balancing a job while attending classes as a full-time student is not easy. Only through relentless focus and prioritization is it made possible. I'd like to use those abilities to work with HashiCorp to streamline organization processes as an administrative assistant.

## WORK EXPERIENCE

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### Retail Sales Associate

#### GAP Clothing

📅 2018 - current

📍 Houston, TX

- Quickly built relationships with customers through clear communication and exceeded sales targets in 3 out of 4 quarters
- Converted 1,200 customers to sign up for the Nordstrom loyalty program, exceeding targets of 800 sign ups
- Maintained an active knowledge of the product catalogue and store layout to quickly answer any customer questions

## PROJECTS

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### Student Investment Club

#### Vice President

📅 2019 - 2020

- Elected to be Vice President of the student investment club on campus
- Scheduled bi-weekly meetings and coordinated with investment financial leaders from the local community to be guest speakers
- Gathered investment data to track the performance of student portfolios

## EDUCATION

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Associates Degree

Business Administration

[University of Houston](#)

📅 2018 - 2020

📍 Houston, TX

🎓 GPA: 3.4

## RELEVANT COURSES

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Microeconomics

Macroeconomics

Financial Accounting

Managing and Leading in Business

Principles of Management

## SKILLS

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Microsoft Office (Excel, Word, PowerPoint, Outlook)

Financial Accounting (QuickBooks)

Financial Reporting

Scheduling and Organization

Data Analysis