

Alex Cardinal

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PROFESSIONAL SUMMARY

Aspiring business professional seeking internship opportunities in finance. Excellent critical thinking, problem solving, and communication skills. Eager to invest related skills and experiences in a professional setting.

EDUCATION

Iowa State University, Ames, IA May 2022
Bachelor of Science – Finance

***Richmond High School**, Des Moines, IA May 2018
High School Diploma
GPA: 3.25/4.0

WORK EXPERIENCE

Richmond High School, Des Moines, IA September 2017 – May 2018
Peer Tutor

- Tutored high school students on grammar and writing skills in one-on-one and group settings
- Recorded hours, scheduled sessions, and attended bi-weekly tutor meetings
- Proactively created study guides and tip sheets for student use

Trend Setter, Des Moines, IA May 2017 – July 2018
Sales Associate

- Promoted sales and assisted customers in selection of clothing
- Designed, coordinated, and marketed store specials and floor displays
- Replenished stock and maintained product line inventory of 1200+ items
- Trained 5 new employees on sales techniques and store policies

The Baker Family, Ames, IA January 2016 – May 2018
Caregiver

- Supervised two children during after school hours and at various additional times as requested
- Planned interactive and educational activities for the children
- Assisted with meals and homework while ensuring all of the children's needs were met

INVOLVEMENT

College:

- Business Learning Team Fall 2018 - Present
- Intramural Soccer & Basketball Fall 2018 - Present
- Delta Sigma Pi Fall 2018 - Present

*High School:

- Student Government, Treasurer Fall 2016 – Spring 2018
- Drama Club Spring 2015 – Spring 2018
- Athletics: Basketball, Soccer, Track Fall 2014 – Spring 2018
- Habitat for Humanity, Volunteer Fall 2014 – Fall 2018

COMPUTER SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook

**Reminder: It's best to remove your high school education/experiences after your freshman year*