
Graduate Trainee Resume

Job Objective

To obtain a Graduate Trainee position in which to use my skills, education and training to enhance company growth.

Highlights of Qualifications:

- Profound knowledge about Microsoft Word and database
 - Exceptional ability in achieving monthly targets
 - Excellent verbal and written communication skills
 - Strong ability to work using own initiative
-

Professional Experience:

Graduate Trainee

Diedre Moire Corp., Farmington, NY
January 2009 – Present

- Conducted product feasibility analysis.
- Delivered sample, test results and other details.
- Handled and followed up sales enquiries.
- Performed market research and surveys.

Graduate Trainee

Reach Sewn Technologies and Consulting, Farmington, NY
March 2004 – December 2008

- Prepared Monthly Management Accounts.
 - Conducted bank reconciliations for assorted accounts.
 - Performed journal entries and made adjustments.
 - Conducted accounting software updates.
-

Education:

Bachelor's Degree in Educational Technology
Georgia Gwinnett College, Lawrenceville, GA

[Build your Resume Now](#)