

# **CLINT NELSON**

144 Queen St.,  
Sudbury, Ontario P3E 1W5  
(705) 555-8845

## **EDUCATION**

2002-2006 **HONOURS BACHELOR OF COMMERCE DEGREE**  
*Laurentian University*  
Sudbury, Ontario

## **WORK EXPERIENCE**

May 2001 - **ACCOUNTING ASSISTANT**  
Present *Drake International*, Sudbury, Ontario

- Processed orders and prepared end-of-month statements for regular client base
- Assisted in designing new accounting software packages for the firm
- Knowledgeably answered customer inquiries concerning their accounts
- Experienced with most computer applications

Summers

1998 - 2001 **MARKETING DEPARTMENT**  
*Sudbury Hydro*, Sudbury, Ontario

- Promoted various products and services available to customers
- Helped to develop marketing material including brochures and advertisements
- Diligently performed routine duties such as filing and photocopying

## **INTERESTS AND ACCOMPLISHMENTS**

- Awarded first prize in OAC for entrepreneurship
- Active member of Sudbury Men's Soccer League
- Reading - particularly business magazines including "Canadian Business" and "Fortune"

## **REFERENCES**

Available upon request