

# John Doe

## EDUCATION

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### Semi-Target

College Town, USA

*Bachelor of Business Administration in Finance*

May 2017

- **GPA:** 3.88 / 4.0; ACT: 35
- **Honors:** Dean's List, National Merit Scholar Finalist, AP Scholar with Distinction

## WORK & LEADERSHIP EXPERIENCE

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### Country Club

Hometown, USA

*Assistant Tennis Professional*

June 2012-August 2014

- Taught private and group lessons to members of varying skill levels and ages
- Managed pro shop and billing system for lessons and merchandise purchases
- Helped organize special events for member's such as Pro-Am's, Guest Nights, and Kids' Parties
- Strung and gripped racquets for members

### Business Project Club

College Town, Indiana

*Member*

2010-2013

- Participated in projects for leading firms in financial sector
- Led small group in creating LBO model for private equity project
- Assisted in creating pitch book and DCF model for M&A project

### Investment Club

College Town, Indiana

*Member*

August 2013-Current

- Active member of club responsible for managing over \$350,000
- Worked in teams to prepare stock pitches for entire club

### Summer Study Abroad Program

Beijing, China

*Student*

June 2014-August 2014

- Took intensive Chinese language classes equivalent to two semesters of college coursework

### Elementary School

College Town, Indiana

*Teacher*

October 2014-Current

- Taught 4<sup>th</sup> grade students about Chinese culture and basics of language
- Organized and executed lesson plans for classroom of twenty students

## SKILLS, ACTIVITIES & INTERESTS

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**Other activities:** Student Government, Club Squash Team, Club Tennis Team