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[xxxx@gmail.com](mailto:xxxx@gmail.com)

### Executive Summary

Extremely motivated graduate who thrives in the automotive and finance industries. Excellent financial reporting, financial forecasting, management and team-building skills. Soon to be a financial professional specializing in financial analysis.

### Education

#### Bachelor of Science in Finance

May 2015

The Pennsylvania State University

GPA: 3.42

XXXX School of Business

### Core Competencies

- Investment portfolio analysis
- Portfolio management
- Company valuation
- Financial forecasting
- Account reconciliation
- Self-motivated professional
- Team leadership & motivation
- Very strong work ethic
- Ethical decision making and judgment
- Honest personality

### Computer Skills

- Technologically driven, very computer oriented, easy adaptation to new programs and skills
- Bloomberg Certificates in Equity, Fixed Income, Commodities, and Foreign Exchange
- Intermediate Microsoft Office skills: Excel, Word, PowerPoint, Outlook
- Budget spreadsheets, income statements, balance sheets, and other financial analysis documents

### Work Experience

#### XXXX Nissan, XXXX Nissan: Automotive Detailer

November 2011- present

- Worked 30+ hours per week while also enrolled in a full course load, in order to achieve success.
- Responsible for detailing every car owned by the dealership, corrected every flaw, very detail oriented.
- Managed and completed multiple tasks at once, as a team in order to meet strict deadlines.
- Trained new employees and set them up to succeed within the company.
- Initiated other tasks after my work was completed.

#### Penn State XX: Administrative Assistant

May 2014- August 2014

- Served as central point of contact for all outside vendors.
- Planned meetings and prepared conference rooms for directors.
- Maintained an up-to-date department organizational chart.
- Designed electronic file systems and maintained electronic and paper files.
- Selected as a student ambassador to interview a potential candidate for the Assistant Director of Civic Engagement position.

#### XXX Properties: Marketing Internship

October 2013- January 2014

- Implemented and evolved strategies to target new business opportunities and new markets.
- Managed marketing campaigns to generate new business and to support partner and sales teams.
- Managed the in-house advertising program consisting of print and media collateral pieces.
- Presented on current promotions to the public at events.
- Developed plans and alternative solutions for all projects.