

Name  
Address  
XXX-XXX-XXX| Email address

## EDUCATION

**University Name** City, State  
*Bachelor of Arts in Finance; Concentration as Analyst* Expected May 2016  
• **GPA: 3.8 / 4.0**  
• **Honors:** Dean's List; Academic Scholarship

**Highschool Name** City State  
*Advance Regents Diploma with Honors* Graduated June 2013  
• **GPA: 3.0/ 4.0**  
• **Honors:** Dean's List, Advance Regents, Various Honor Classes

## WORK & LEADERSHIP EXPERIENCE

**Citi Group** New York, NY  
*Intern* June 2012 – August 2012  
• Earned competitive internship position as a high-school student where most students were undergraduate or graduate students.  
• Made recommendations on how to improve a resource allocation application which would be implemented in branch buildings worldwide.  
• Educated employees on the fundamentals of the resource allocation application.  
• Worked directly on the user manual for the application which is being currently used.

**School Name** City State  
*Assistant Front Desk Manager* September 2014 – Current  
• Reports to the front desk manager and assists in the daily operations of the front desk  
• Maintains an atmosphere which makes students as well as guest feel welcome  
• Communicates special events to students

**Infinite Investment Solutions** New York, NY  
*Chief Financial Analyst* September 2011- June 2013  
• Assisted the CEO in the operation of fully student run company  
• Develop detailed spreadsheets to identify trends and develop forecasts.  
• Worked directly with other financial analyst in developing new investment ideas and products  
• Worked as a liaison for the company generating new partnerships and investment deals with other student run companies nation wide.

## SKILLS & ACTIVITIES

- **Languages:** Conversational proficiency in Polish
- **Activities:** Member of the Accounting Association and Financial Investment Club; Volunteer at local middle school
- **Skills:** Excellent oral and written communication skills, Strong organizational skills with the ability to multi-task while under pressure, Ability to Work in a Team Structure, Ability to Analyze Quantitative Data, Outstanding Work ethic