

Name  
Address  
XXX-XXX-XXX| Email address

## EDUCATION

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### 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

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### 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

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- **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