

John Doe

XXXX Main Ave ▪ Somewhere, SP XXXX ▪ (XXX) XXX-XXXX ▪ johndo@xxx.edu

EDUCATION

Non-target

School of Management

Major: Finance

GPA 3.52/4.00 Technical GPA 4.00/4.00

Somewhere, SP

May 2015

Relevant Coursework: *Microeconomics, Macroeconomics, Calculus I, Financial Accounting, Managerial Accounting, Finance Fundamentals, Management Strategy, Intermediate Accounting I, Financial Markets and Interest Rates*

EXPERIENCE

Wealth Management

Wealth Management Intern

Somewhere, SP

May 2013 – Present

- Analyze and compile portfolio performance reports for clients using Morningstar, expediting meeting preparation time and freeing up advisor time
- Codify and sort databases with confidential client information, leading to improved compliance and easier advisor access
- Create marketing materials for potential clients and organize marketing efforts on Salesforce
- Developed a dividend stock allocation model and a client portfolio performance model on Excel

Non-target

Teaching Assistant, Finance

Somewhere, SP

December 2013 – Present

- Evaluate and organize homework, quizzes, and finals
- Support the professor to provide feedback to students regarding difficult questions

Factory

Quality Inspector

Somewhere, SP

June 2012 – August 2012

- Examined commercial adhesive products to ensure conformation to quality standards
 - Operated heavy machinery used in the production process of commercial adhesive products
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LEADERSHIP

Alpha Alpha Alpha Fraternity

Chapter President

Somewhere, SP

November 2013 – Present

- Lead a chapter of XX men and collaborate with X executive officers on their programming
- Interface with National Chapter, Alumni, and other Greek Organizations
- Improve chapter communication, meeting efficiency, and chapter standing

Treasurer

December 2012 – November 2013

- Made capital budgeting decisions on chapter Executive Board, resulting in the complete repayment of \$XXk of debt
- Worked with members to create payments plans, leading to a collection rate of 98%

Non-target

Welcome Week Leader

Somewhere, SP

January 2012 – September 2012

- Oriented XX first-year students to the University and transitioned them to college life
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ACTIVITIES

Fraternity Purchasing Association, Secretary

October 2013 – Present

Investment Organization, Member

January 2013 – Present

Undergraduate Inter-Fraternity Institute, Graduate

August 2012

Interests: *Tennis, Double Bass, Skiing, and Poker*