

Jim Doe

14 Street, NH 00000 ~ mmmmmm@gmail.com ~ (000) 000-0000

EDUCATION

University

College of Business and Economics

Candidate for Bachelor of Science in Business Administration, Finance, May 2017

GPA: 3.74, Dean's List (Highest Honors)

INVESTMENT GROUP, UNIVERSITY

Fixed Income Analyst, University

12/2014 – Present

- The Investment Group, founded in 1995, is a completely student run organization within the College of Business and Economics. The fund manages over \$200,000 in long-equity positions.
- Analyze and recommend fixed income securities to lead analyst in Fixed Income sector.
- Research and prepare periodic market summary, to include upcoming earnings reports, and economic indicators.
- Deliver two presentations per semester to Investment Group members on sector research, findings, and investment proposals.

EMPLOYMENT

John Hancock Investments, Boston, MA/Portsmouth, NH

Summer 2015

Mutual Fund Intern

- Conducted daily fund activities, including dividend payouts and wire transfers
- Submitted daily reports regarding fund operations
- Shadowed all departments, including portfolio managers and fund operations

Town of Oak Bluffs, MA

Lifeguard

Summer 2014

- Monitored beach front, maintained and cleaned up beach area.
- Conducted daily emergency training and conditioning sessions for staff.
- Built strong relationship with influential community members.

Squash Meadow Construction, Oak Bluffs, MA

Construction Assistant

Summers 2013-2014

- Assisted in construction of new houses.
- Built foundations for decks, sunrooms, and patios.
- Managed and talked to developers/purchasers of the new homes.

AWARDS & ACTIVITIES

- *Volunteer Tennis Instructor*, Taught underprivileged kids basic tennis gameplay Spring 2015
- *Recipient*, Golden Key International Honour Society, University Chapter Fall 2014
- *Pledge Class President*, Sigma Alpha Epsilon fraternity, University Fall 2014
- *Town Clean Up*, University Community Service Project Fall 2014
- *4th Grade Science Class Assistance*, University Community Service Project Fall 2014
- *Outstanding Research Award*, High School, NH Spring 2013
- *Digital Photography Award*, High School Art Show, NH May 2010

ATHLETICS

- *Varsity Boys Basketball Team*, High School, NH 2012, 2013
- *Varsity Boys Volleyball Team*, High School, NH 2013
- *Varsity Boys Tennis Team*, High School, NH 2010-2012