

John Smith

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EDUCATION

School

Bachelor of Science in Business Administration

Specialization: Finance and Entrepreneurship, Minor: Economics

Overall GPA: 3.34

Washington, DC

August 2010- May 2014

Culver Academies

Honors: Silver A

Culver, IN

August 2006- June 2010

ESCP Finance Summer Course

Mergers & Acquisitions, Corporate Finance, Project and Venture Finance, and Markets (Trading Room Experience)

London, EN

June 2012- July 2012

EXPERIENCE

Bank

Portfolio Management Intern

Chevy Chase, Maryland

June 2013-Present

- Assist in the preparation of financial statements, records, and reports
- Support maintenance of client accounts by research and reconciling loan discrepancies

Non Profit

Finance and Administration Intern

Washington, DC

September 2012-May 2013

- Review and enter all expenses, revenues, and account payables
- Assist the CFO and his staff with their daily work in order to facilitate work load
- Extensive work with Excel and Sage (the accounting system)

Summer School

Junior Counselor

Culver, Indiana

Summer 2011

- In charge of a division of 50 kids of age 8-11

POSPAN

Paid Intern

Panama City, Panama

June 2010- July 2010

- Developed excel database which tracked cost, receivables and results
 - Conducted extensive research on current and potential clients
 - Assisted in prospective client meetings with the Sales Manager in order to broaden customer base
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ACTIVITIES AND MEMBERSHIPS

School Men's Rugby Club

Fundraising Chair

Washington, DC

January 2012 – May 2013

- Organize and run fundraising events at least twice a month which raised over \$1,000

Financial Management Association

Vice President of Communications

Washington, DC

August 2010 – August 2011

- International organization that seeks to bridge the gap between the classroom and the professional world through leadership-based activities in finance born from a global network of members
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COMPUTER AND LANGUAGE SKILLS

Computer: Proficient in Microsoft Office Suite (Word, Excel, Access and Powerpoint)

Languages: Native proficiency in English and Spanish, Intermediate proficiency in French