

First Last

Address • City, State Zip Code • (###) ###-#### • first.last@email.com • linkedin.com/in/firstlast

EDUCATION

Top 10 LAC

May 2014

Bachelor of Arts in Applied Mathematics – Cumulative GPA: 3.22/4.00 | Major GPA: 3.34/4.00

- **Scholar:** a four-year full college scholarship for demonstrated academic achievement in high school and promise of success in college
- **Relevant Courses:** Microeconomics, Introductory Computer Science, Linear Algebra, Probability and Statistics

Top 5 Business School

June 2013

One/Two-week Summer Program

- Analyzed 14 business case studies using the case study method taught by professors and debated ideas through lively interaction with fellow program participants and professors
- Interacted with administrators, professors, current students and alumni who provided information via presentations about the impact of an MBA

EXPERIENCE

Boutique Consulting Firm, Division, Summer Research Analyst

May 2013 – August 2013

Description

- Researched client's inquired subjects' professional history, personal life, notable memberships and other key areas utilizing firm's databases and social media and wrote extensive summary reports based on findings for final client reports
- Drafted investigative due diligence reports, memorandums and Spanish-to-English translated articles ensuring that grammar, punctuation, content clarity and presentation were client ready
- Devised a streamlined proposals record-keeping process by developing an Excel spreadsheet that utilized information from over 125 proposals from the firm's public hard drive over the period 2006 through 2013
- Created multiple tables via Microsoft Word for client reports using information from online court case records, over 325 Uniform Commercial Code filings and over 115 lawsuit and civil case filings from Westlaw and LexisNexis
- Contacted colleges, agencies and HR departments of companies to verify attained degrees, certifications and professional histories of client's inquired subjects

Nonprofit Organization, Office Assistant

June 2012 – August 2012

Description

- Oversaw confidential employment documentation and timesheets for more than 90 summer interns to ensure compliance with employment law and appropriate pay for the interns
- Revitalized the organization's database by updating the information of more than 120 summer interns and identifying any missing information for the Program Director
- Systematized summer invoices and expenses, 12 years of insurance invoices and 8 years of alumni records resulting in a streamlined framework for ongoing records keeping

BB Investment Bank, Sales & Trading (Municipal Short Term Group), Intern

July 2010 – August 2010

- Monitored and analyzed real-time financial market data via the Bloomberg Terminal
 - Provided traders with late day stock information from the Bloomberg Terminal allowing for accelerated decision making in future stock purchases and sales
- Processed mailings from financial services companies resulting in identified outstanding checks and notifications regarding securities purchased by traders

SERVICE & ACTIVITIES

Career Development Program, Participant

June 2013 – August 2013

- Engaged in a competitive nine-week professional development program designed to strengthen areas in career development, networking, leadership, professionalism, business etiquette and resume writing

Other: African American Society member, Hip Hop dance group member, School Dining Services employee, Former English tutor volunteer, Former nonprofit organization Alumni Speaker, Former New York Cares volunteer

SKILLS

- **Computer:** Data Desk, DonorPro, Word (intermediate), PowerPoint (intermediate) and Excel (basic)
- **Language:** Spanish (intermediate) | **Training:** Training the Street: Corporate Valuations