

First Last
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EDUCATION

Target University

Bachelor of Arts in Economics, Minor in Mandarin Chinese

City, State, USA

Expected May 2016

- **GPA:** Sophomore, 3.6 / 4.0; SAT: 2180 / 2400
- **Honors:** Dean's Honors List, Fall 2013
- **Relevant Coursework:** Macro and Micro Economics, Multivariable Calculus, Linear Algebra

WORK & LEADERSHIP EXPERIENCE

Domestic Chinese Law Firm

Legal Intern / Assistant to Senior Consultant

City, China

June 2013 – July 2013

- Helped increase the efficiency of workflow between associates, partners and consultants, decreasing the turnaround time of delivery of services to clients.
- Took part in meetings regarding [high profile finance figure] fundraising campaign for the establishment of [major project].
 - Personally made edits which were included in the final drafts to over a dozen donation agreements, reflecting both my personal recommendations and partners' directives expressed over the course of several meetings.
- Conducted extensive research for an international civil lawsuit with a potential settlement of \$250 million, resulting in several new key points that were integrated into the final case brief.
 - Took part in conference calls between legal teams
 - Responsible for making extensive revisions to case brief, reflecting personal recommendations and one-on-one meetings with a Senior Consultant.

Well regarded NYC Jazz Club / Bar / Restaurant

Server

City, State

April 2013 – Present

- Full-time server at established West Village jazz club.
- Solely responsible for the food and drink service and hospitality for large parties (60+) on a nightly basis.
- Tasked with extensively training new employees.

Various Companies

Freelance Production Assistant

City, State

June 2010 – March 2013

- Extensive experience as a commercial production assistant for LA based companies including [2-3 companies]
- Helped coordinate the realization of marketing campaigns for clients including Nike, Verizon, Budweiser and Samsung.
 - Managed and organized on-set production supplies, drove production vehicles, made pick-up/drop-off runs and controlled pedestrians in high-pressure public locations.

SKILLS, ACTIVITIES & INTERESTS

Languages: Conversational Proficiency in Spanish

Certifications & Training: Financial Modeling Fundamentals Certification, proficient in Excel

Activities: Active member of [Quantitative Finance Society]

Interests: Cross-country running, Bitcoin, Blackjack, Tennis