

# JOHN DOE

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Xxx@gmail.com

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## EXPERIENCE:

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### Big 4 Accounting Firm

Greater NYC Area

*Senior Associate - Assurance, Banking and Capital Markets*

(Date – Current)

- Drove 5% reduction in engagement cost, with fee increase of 12%, by employing an off-shore initiative and leverage down model on the audit of a diversified leasing and financing client. Further identified, negotiated, and billed \$xx,000 of additional audit services (4% of total fee).
- Led coordination with teams in [Europe City, European City, Asian City] for a \$xx million advisory project to opine on new and enhanced controls implemented by a leading investment bank in response to an unauthorized trading incident.
- Instituted best practices and documentation standards to the audit of a global commodities trading company which received the highest overall rating in an internal peer review.
- Mentored and developed three Associates that were promoted early for their high performance.
- Achieved exceeds expectations rating for [specific quality metrics.]

### Global Insurance Broker

Greater NYC Area

*Intern – Global Risk Management (G5)*

(Date – Date)

- Selected as the only intern to work in the G5 department, reporting directly to two Managing Directors.
- Coordinated with global offices to identify and explain variances in global regional revenues/expenses of [Company's] largest client accounts.
- Developed reporting package templates to be used for future reporting purposes.
- Tested and provided feedback on a web-based service for clients as part of a pilot study.

### Regional Financial Services Company

Greater NYC Area

*Intern – Wealth Management Services*

(Date - Date)

- Researched, prepared and disseminated stock recommendation memos on a weekly basis.
  - Created research reports on over 500 prospective clients.
  - Developed leads for prospective clients through phone calls.
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## EDUCATION AND CERTIFICATIONS:

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### Patriot League School

City, State

Masters of Science in Accounting and Information Analysis, Class of 2011. GPA: 3.52

Bachelor of Science in Accounting, Class of 2010. GPA: 3.39

- Coursework: *Corporate Finance, Corporate Financial Reporting Research, Investments, Statistical Methods, Calculus II, Advanced Financial Accounting, Financial Statement Analysis, International Finance, Negotiations.*

**Certified Public Accountant Candidate** – All exams passed, awaiting application approval.

**Chartered Financial Analyst Level 1 Candidate** – June 2015 Level 1 Exam.

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## ACTIVITIES AND COMMUNITY INVOLVEMENT:

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Cystic Fibrosis Foundation [Location] Young Professional Committee

(2013 - Present)

Team Leader, American Heart Association [Location] Heart Walk

(2013 - Present)

Vice President, [Fraternity], [School] Chapter

(2008 – 2009)

Division I Club A Ice Hockey, [School]

(2006 – 2008)

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## INTERESTS:

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- Beginner golfer; fantasy football enthusiast; and avid reader.