

# Name

Address | County City, State | Phone |  
EMail@live.com

## EDUCATION

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### Non-Target University

City, State

Bachelor of Science in Finance

Expected Graduation: May 2014

- **GPA:** 3.1/ 4.0
- **Relevant Coursework:** Student Managed Investment Fund, Securities Analysis & Portfolio Management, Corporate Financial Analysis.

## WORK & LEADERSHIP EXPERIENCE

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### CFA Equity Research Challenge

City, State

Team Leader

November 2013 – February 2014

- Lead team of 4 to analyze and compare Colgate-Palmolive's stock to competitors in Consumer Staples Sector to initiate a Buy, Sell or Hold recommendation
- Assisted with the creation of valuation models for Colgate; Utilizing DDM, Relative Valuation and DCF
  - All valuation models as well as public company comparables indicated Colgate-Palmolive stock to be undervalued by 15%
- Assisted with forecasting Balance Sheet, Income Statement, and Cash Flow Statement from 2014 - 2019 using historical trends and global industry reports.
- Conducted statistical analysis to establish relationships between expenses, sales, investments and returns in relation to competitors to determine qualitative conclusions about Colgate.

### Government Agency

City, State

Forensic Accounting Intern, Money Laundering & Tax Division

June 2013 – September 2013

- Introduced Benford's Law as an audit and statistical tool to determine suspicious activity
- Maintained open communication with major banking institutions to receive all required documents to support all investigations
- Audited over \$2 Million in bank statements, checks and tax records
- Created multi-year financial statements, utilizing excel pivot table, to construct probable business activity

### Fine Arts Logistics Company

City, State

Administrative Assistant

June 2011 – August 2013

- Improved cash flows by decreasing invoice processing time from 10 days to 5 days
- Retrieved over \$15,000 in accounts receivables while keeping aging receivables to no more than 45 days
- Initiated contact with over 65 perspective clients per month, in efforts to convert inquiries into jobs; which yielded 3% of new clients for the 2011 fiscal year
- Assisted in the development and process of reviewing client retention and conversion rates in the database

## SKILLS, ACTIVITIES & INTERESTS

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**Languages:** Conversational Proficiency in Spanish

**Technical Skills:** Proficiency in Factset, Bloomberg Terminal and Microsoft Office

**Activities:** Economics & Finance Club; 2012 Handball World Championship