

First Last
Address Line 1
Address Line 2
Cell Number
[Email Address](#)

About Myself

Seeking employment or internships in the banking and financial industry. Excelled in finance and economic coursework. Significant amount of personal time and effort dedicated to studying financial markets, valuation, and investments. Knowledge of markets, valuation, modeling, and trading. Have managed portfolios and demonstrated significant returns over a short period of time. Experience in trading personal and paper accounts. Excellent written and oral communication skills. Track record of improving group dynamics, and increasing group efficiency. Skilled in many areas of business. Excellent negotiating skills. Extremely self-motivated to learn and perform on the job.

12/2012 to
Present

Bloomberg Regional Ambassador
Self-Directed

- Communicated with faculty and students to inform them of the Bloomberg Aptitude Test
- Created marketing materials to provide information about the test
- Answered questions and helped students understand and register for the test
- Personally proctored test sessions
- Created, researched, built, and maintained contact lists
- Created, built, and managed regional teams to handle promotion and information dissemination
- Provided feedback and status updates to management
- Built & maintained contact lists of student organizations at Chicago area colleges & universities

Experience

1/2010 to
8/2012

Giving Program Assistant
Valparaiso University Giving Program, xxx Location

- Contacted alumni/affiliates to secure donations
- Formed relationships with donors to ensure a strong relationship between them and the university
- Negotiated with contacts to obtain as much support as possible for the university
- "Sold" the idea of Valparaiso University to contacts effectively
- Secured repeat donors based on relationships formed with them
- Dealt with/update personal information and sensitive financial information
- Created personal notes and cards to thank all donors
- Served as an informant about current events to possible donors

6/2010 to
9/2010

Customer Assistant
Acura Of Brookfield, xxx Location

- Responded to customer requests
- Organized and maintained a clean work environment
- Ensured that customer satisfaction was at the absolute highest level at all times
- Reported and resolved all problems that arose during the day, solving them quickly

9/2009 to
8/2010

Assistant to xxx, Realtor
Re/Max, Chicago Illinois

- Obtained new appointments by cold-calling leads and setting appointments
- Wrote professional emails directed towards corporate offices
- Implemented a new organizational system in the office to increase efficiency
- Organized sales leads and current client information to reduce access time
- Created professional marketing material that reached customer bases.
- Dealt with general office duties such as sending letters and addressing envelopes, etc.
- Served as an assistant in client meetings and provided key information to potential buyers

Education

Currently

Bachelor's Degree in Finance
Valparaiso University, Valparaiso Indiana

Special Skills

Technical

- Proficient with all Microsoft Office products
- Skilled in manipulating/dealing with numbers
- Experienced in creating professional documents
- Proficient financial market news research/analysis skills
- Trained in investment analysis and decision-making
- Experienced in options pricing, investment valuation, and modeling
- Knowledgeable about with Adobe Creative Suite products
- Experience with SAP

Personal

- Excellent conversational & speaking skills
- Demonstrated ability to work extremely well with others
- Extremely personable, agreeable, and able to form trusting bonds quickly
- Skilled in sales, capable of persuasiveness
- Open-minded, but also able to focus on specific goals
- Extremely detail-oriented
- Works well independently and in groups