

# (First Name) (Last Name)

250 Yellow Brick Rd, Somewhere, NY 11111

(555)555-5555 • [abc123@nontarget.edu](mailto:abc123@nontarget.edu)

---

## EDUCATION

**Non-Target University** (*Class of 2013*)

**Somewhere, NY**

Bachelor of Science, Double Major: Business/Finance and Economics

Major GPA: 3.6/4.0, Cumulative GPA: 3.5/4.0

Honors: Deans List, Golden Key International Honor Society, Economics Honor Society

## Relevant Courses

Financial Engineering, Corporate Finance, Money and Banking, Investment Analysis, Financial Accounting, and Macroeconomics,

## Skills

MS Excel (VBA), Word, PowerPoint, Outlook, Access, Bloomberg, FXAll, AvantGard Quantum, Morningstar, and Money Guide Pro

## WORK EXPERIENCE

**Fortune 500 Company**

**Somewhere, NY**

*Treasury Analyst Intern - Capital Markets (May 2012 - Present)*

- Assist in trading foreign currency derivatives with banks based on hedge strategies to mitigate currency risk on the company balance sheet
- Gather FX trading documentation for auditing requests on a monthly basis
- Created an in-depth presentation on China on a macroeconomic level and the international renminbi market for Company's strategic plan for China; ultimately presented to senior management including the CEO
- Prepare SEC Filings including value-at-risk exposure, fair value of debt and foreign currency contracts outstanding
- Prepare several financial reports including mark to market forecast, bank fees, and monthly journal entries
- Create excel models from scratch including sales forecast accuracy; increasing overall efficiency of the treasury department

**Middle Market Investment Bank.**

**Somewhere, NY**

*Research Analyst Intern (September 2011 - May 2012)*

- Utilized the morning research call to distribute new information to client base on a biweekly basis
- Conducted comprehensive reviews of client portfolios to assess strategies based on objectives and risk profile and prepare customized asset allocation suggestions
- Assisted with opening new client accounts
- Ranked top performing mutual funds and individual stocks within client portfolios using statistical excel models
- Created research reports and evaluated mutual funds and bond funds using tools such as Morningstar
- Attended weekly wholesaler meetings to review new financial products and investment vehicles

**Top Real Estate Firm**

**Somewhere, NY**

*Real Estate Summer Intern (June 2011 - August 2011)*

- Created Comparative Market Analysis' for clients on a weekly basis; increasing client awareness of the local market
- Increased agent listings by 10% via cold calling
- Created lease commission agreements for commercial rental properties on a biweekly basis
- Gathered and analyzed company statistics for marketing purposes

## EXTRACURRICULAR ACTIVITIES

**Fortune 500 Case Study Competition**

**Somewhere, NY**

*Team Captain (February 2012 - May 2012)*

- Implemented extensive research to improve Company's strategic expansion into Canada
- Received 2<sup>nd</sup> place in University wide competition

**Investment Club**

**Somewhere, NY**

*Member (September 2011 - present)*

- Managed virtual portfolio of \$1M through various small, mid, and large cap equity stocks; overall gains of 17% in three months
- Conducted club wide presentation on discount cash flow analysis

**Non-Target School Club Lacrosse**

**Somewhere, NY**

*Treasurer/Team Captain (September 2010 - Present)*

- Created comprehensive budget plan, ordered team supplies and organized financing for transportation and game needs
- Increased budget efficiency by 13% and decreased overall budget to \$10,000 in spring 2012
- Ranked 16<sup>th</sup> in the National Club Lacrosse League in the 2012 season