
FIRST NAME LAST NAME

Current Address:

Street
City, State Zip Code

Email

Phone Number

Permanent Address:

Street
City, State Zip Code

EDUCATION

TOP TIER MIDWESTERN SCHOOL**December 2014****Bachelor of Science in Business Administration****Concentrations in Finance and Managerial Economics**

- Major GPA: 3.78/4.00; Cumulative GPA: 3.53/4.00, Dean's List
- Relevant Coursework: Financial Accounting, Economics, Corporate Finance, Investments Business Strategy, Game Theory
- Honors & Awards - Dean's List, Honors in Management, Business Dean's Merit Scholarship

WORK EXPERIENCE

New and Coming Investment Services Business**Location***Co-Founder, Chief Financial Officer***Month—Present**

- Researched moderate and low-risk mutual funds to incorporate into an investment fund based on perceived risk, projected growth, and performance history
- Spearheaded successful partnerships discussions and negotiations with a software/e-commerce firm and an investment management firm to improve logistics
- Finalizing a pitch deck to be presented to potential investors and additional corporate partners

Large Bank in China**City***Corporate Banking Intern***Month—Month**

- Created models detailing local businesses' financial performance, saving and spending history in order to identify potential opportunities for the credit risk team
- Built potential clients' risk profiles and analyzed relationships with current clients which led to accurate debt-financing recommendations
- Reviewed presentations and proposals and edited critical translation mistakes to ensure accuracy and readability

My School**Location***Teaching Assistant***Month—Month**

- Led weekly content review sessions, graded homework and exams for a managerial statistics course
- Conducted individual tutoring sessions with students that led to greatly improved understanding of specific concepts

Accounting Firm**City***Accounting Intern***Month—Month**

- Reviewed transactions and prepared monthly income statements for local entrepreneurs, small businesses and association executives
- Created spreadsheets outlining performance metrics to provide financial recommendations for clients

LEADERSHIP EXPERIENCE

Business Fraternity**Month—Present***Co-Founder, Treasurer*

- Created and managing a \$1000 budget to efficiently allocate funding for the chapter's professional and social activities
- Executed a campus-wide marketing strategy that attracted 50+ highly interested candidates for the first recruitment semester
- Increased membership by more than 150%

Non-Profit Group**Month—Month***Director of Financial Services*

- Led a campaign advocating for public policy changes in student loans and gained over 10,000 supporters nationwide
- Supervised the annual [Event Name] by leading discussions and workshop sessions with over 300 youth participants brainstorming ideas to address major financial difficulties for young people nationwide

SKILLS, ACTIVITIES, AND INTERESTS

- Computer Skills: Microsoft Office, Training-the-Street (Financial Modeling), SPSS, R, QuickBooks, Java (Beginner)
- Language Skills: Mandarin Chinese (Business Proficient)
- Activities: [Name] Service Fraternity (Rush Chair), Investment Club (Analyst)
- Events: [Name] Investment Banking Conference, Capital One Winter Externship, LeaderShape
- Interests: Traveling, Hiking, Basketball, Community Service, White Water Rafting