

# FIRST LAST

Street Address • City, State Zip Code • School Email • Phone Number

## EDUCATION

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### **Bentley University**, Waltham, MA

Candidate for Bachelor of Science, Finance, May 2016

Liberal Studies Major: Global Perspectives, Minor: Management

GPA: 3.70/4.0

**Honors:** President's/Dean's List; John and Abigail Adams Scholarship; Adelaide Breed Bayrd Foundation Scholarship

**Relevant Coursework:** Principles of Accounting and Finance; Financial Markets and Investments; Financial Markets II; Multinational Finance

## INTERNATIONAL EDUCATION

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### **Universidad Pontificia Comillas**, Madrid, Spain

ICADE Business School, August 2014 – December 2014

## RELEVANT PROFESSIONAL EXPERIENCE

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### **Insurance Consulting Company**, City, State

05/14 – Present

Risk Analyst Intern

- Assist senior-level consultants in the underwriting of accounts with excess of \$20 million in insurance premium
- Analyze the losses and exposures—among other factors—of unique prospective client accounts to project a future loss pick and comprehensive premium, with the assistance of Loss Forecaster
- Update and run financial loss analysis models in Microsoft Excel and gain exposure to the process of constructing completely new models
- Prepare monthly loss analysis reports to illustrate the improvement or deterioration in an account's performance

### **Bentley Microfinance Group**, Waltham, MA

09/13 – 01/14

Vice President of Logistics

- Assist with managing a loan fund \$125,000 under Bentley University's 501(c)3 non-profit classification
- Coordinate and organize group meetings and guest speaker events
- Publicize loan program to targeted prospective clients in the greater Waltham area

### **Bentley University, Student Orientation**, Waltham, MA

06/13

Orientation Leader

- Experiment with and continue development of different leadership styles and essential team-building skills, including FISH! Philosophy
- Establish a comfortable and welcoming environment for two separate groups of twelve incoming students
- Initiate nightly interactive activities for students and practice safety and responsibility measures within the residence halls

## ADDITIONAL EXPERIENCE

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### **Bentley University, Finance Department**, Waltham, MA

09/13 – 05/14

Clerical Assistant

- Perform basic administrative services and reception work for finance professors
- Maintain organization of paper and web-based files within the department

### **Bentley University, America Clicks**, Waltham, MA

08/12 – 12/12

Service-Learning Volunteer

- Train elementary school students on the fundamentals of various Microsoft Office programs including Word, PowerPoint, and Excel on a weekly basis

## COMPUTER AND LANGUAGE SKILLS

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Advanced Microsoft Excel; Intermediate Microsoft PowerPoint and Word; Loss Forecaster; FactSet Database; Bloomberg Professional; SPSS Statistics; Cantonese (relative fluency); Latin (intermediate); Spanish (beginner)

## ACTIVITIES

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Delta Kappa Epsilon International Fraternity; Bentley Investment Group; Bentley intramural basketball and football