

John Smith

Cell: +1 XXX XXX XXXX

Email: johnsmith@nontarget.edu

Address: XXXX Abc Avenue, City, State XXXXX

EDUCATION

NON-TARGET UNIVERSITY

Bachelor of Science in Business Administration

Dean's List from 2010 to 2013

Major: Finance

GPA: 3.80

Minor: Psychology

City, State

Aug 2009 – Dec 2013

XYZ SCHOOL OF MANAGEMENT

Study Abroad Program

City, European Country

May 2011 – Jun 2011

WORKING EXPERIENCES

BB INVESTMENT BANK

Summer Analyst

Hong Kong, China

Jun 2012 – Aug 2012

- Built pitchbooks for meetings with clients in the clean and alternative energy sectors under the supervision of full-time analysts in XXX group
- Assisted in the preparation of prospectuses for one corporate bond offering deal and two IPO deals on the Shenzhen Stock Exchange
- Prepared ABC Company Limited to go through two rounds of China Securities Regulatory Commission Issuance Examination Committee's meetings
- Acted as liaison between full-time analysts and client's company management during due diligence meetings for the IPO deal of a Beijing-based sales and marketing company
- Attended IPO pitch meetings with Chinese state-owned enterprise clients in alternative energy and healthcare sectors

ABC INVESTMENT MANAGEMENT

Summer Analyst

City, U.K.

May 2011 – Jul 2011

- Analyzed and presented research on New Oriental Education & Technology Group (NYSE: "EDU") to fund managers and was able to introduce EDU into Seilern's portfolio
- Collected financial information for fund managers using Bloomberg and other analytical tools
- Assisted in building a model for one of the portfolios held by ABC to offer real-time updates on company specs and market news

ABC SCHOOL OF BUSINESS UNDERGRADUATE BUSINESS PROGRAM

Head Teaching Assistant

City, State

Sep 2011 – Dec 2012

- Worked with Executive Director of Undergraduate Business Administration Program, Dr. XXX, in constructing course structure and material for "ABC Course" through two semesters
 - Led a group of TA's in the grading work of homework, quizzes and midterms/finals
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LEADERSHIP & ACTIVITIES

MOBILE APP START-UP

Co-Founder

City, State

Sep 2010 – Jul 2012

- Founded the company with six other co-founders in XXX and launched the first product (ABC), a social network mobile application with location-based service on both iOS and Android platforms in August 2011
- Developed relationship with multiple venture capital firms and potential investors
- Directed the hiring process and successfully hired six Android software engineers for the technology team

XXX CLUB

Industry Discussion Leader

City, State

Jan 2012 – Present

- Led weekly group discussions on current economy, stock market, and financial related news
 - Prepared the weekly newsletter for group members, summarizing the discussion as well as the market performance
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AWARDS & HONORS

ABC University Abroad Scholarship Recipient

4th Place, XXX Province Cross Country Running Championships

Jun 2011

June 2009

SKILLS & INTERESTS

Strong knowledge of Bloomberg, Thomson Reuters, Microsoft Excel, PowerPoint and Word

Language Skills: English (Native) and Mandarin (Native)

Avid traveller and pianist of fifteen years