

John Doe

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Doe John, ZY 98765

EDUCATION

_____ **University** – _____, _____ *August 2012 – Expected May 2015*
Cumulative GPA: 3.5/4.0

_____ School of Business
Bachelor of Science Finance and Economics, Minor in Mathematics

_____ **University** – _____, _____ *August 2011 – May 2012*
Major GPA: 4.0/4.0

Cumulative GPA: 3.94/4.0
_____ Honors Program, _____ College of Engineering
Computer Engineering

WORK EXPERIENCE

_____ **Financial** – _____ *May 2012 – August 2012*
Summer Intern

- Shadowed a Senior Financial Advisor and learned fundamental analysis of the market
- Maintained and expanded a 200+ person client base
- Marketed different financial products and services that lead to 30+ initial meeting and 20+ new clients
- Assisted in building \$5,000 - \$200,000 accounts for those clients
- Built reports on the conditions of different products including mutual funds, annuities, REIT's, etc.
- Learned about and developed an appreciation for asset management and portfolio allocation
- Summarized and created weekly market conditions slides which were presented to the lead financial advisor
- Analyzed financial statements, created client account reviews and client portfolio snapshots weekly

ACTIVITIES AND LEADERSHIP

_____ **Business Honors Society** – _____ **Chapter** *August 2012 – present*
Mentor

- Develop and organize small and large scale corporate events, candidate events, and social events
- Create and foster the development of mentoring families in a joint effort with Mentoring Committee
- Coordinate with different committees new event ideas and market our club to potential new members
- Tutor candidates and younger members in subject areas they need assistance in

Finance Society – _____ **School of Business** *August 2012 – present*
Member

- Organize professional events for 1000+ students to help educate, as well as learn about different areas of investment banking, sales and trading, equity research, private wealth management, and capital markets.
- Participate in shared interest groups to discuss networking opportunities, career aspirations, resumes, etc.

Entrepreneurship Club – _____ **University** *August 2011 – May 2012*
Project Manager

- Managed a 50+ person group to start and run our own business of restaurant and local store discount deal cards in _____
- Designed and established detailed business plans, oversaw financial planning
- Marketed the products to the University as well as members of the surrounding communities

SKILLS, COMMUNITY SERVICE, AND INTERESTS

- **Skills:** Proficient in MS Office (Word, Powerpoint, Excel), Microsoft Access, Minitab, hard working
- **Member:** _____ (_____), _____ Finance Society
- **Volunteer:** Habitat for Humanity, _____, Brown Santa, _____ Serving Center
- **Interests:** Cliff Jumping, Skydiving, Motorcycle Riding, Sports, and Traveling