Name

Wall Street Bound | Somewhere, NY Zip Code | (xxx) xxx-xxxx |
Finance@finance.com

EDUCATION

Non-Target University   **Metropolitan**
Bachelor of Science in Finance   Graduation Date: May 2014
- **GPA:** 3.1/ 4.0
- **Relevant Coursework:** Securities Analysis & Portfolio Management, Corporate Financial Analysis, Real Estate Finance, Accounting Information Systems, Commercial Banking

WORK & LEADERSHIP EXPERIENCE

Non-Profit Organization   **New York City, NY**
Student Analyst   January 2014 – May 2014
- Researched financial data on various equities and mutual funds using FactSet and Bloomberg software
- Constructed financial models to forecast financial statements for 2015
- Utilized the Dividend Discount Model, Capital Asset Pricing Model, Discounted Cash Flows and Relative Valuation to determine the intrinsic value of our assigned company (Aflac, Inc.)
- Created written and oral reports to initiate recommendation on securities for purchase, sale or withholding

Non-Profit Organization   **New York City, NY**
Student Analyst   November 2013 – February 2014
- Prepared an equity research report on an assigned company, Colgate-Palmolive, and presented findings to a panel of investment industry experts
- Analyzed 10 years of 10-K's to uncover material information that could impact future earnings
- Synthesized quantitative and qualitative information about the company using statistical methods
- Determined Colgate-Palmolive's stock to be undervalued by 15% by using equity analysis techniques

Government Agency   **Brooklyn, NY**
Forensic Accounting Intern, Money Laundering & Tax Division   June 2013 – September 2013
- Introduced Benford's Law as an audit and statistical tool to determine suspicious activity
- Maintained open communication with major banking institutions to receive all required documents to support 4 investigations
- Audited over $2 Million in bank statements, checks and tax records
- Created multi-year financial statements, utilizing excel pivot table, to construct probable business activity

Fine Arts Logistics Company   **Long Island City, NY**
Administrative Assistant   June 2011 – August 2013
- Improved cash flows by decreasing invoice processing time from 10 days to 5 days
- Retrieved over $15,000 in accounts receivables while keeping aging receivables to no more than 45 days
- Initiated contact with over 65 perspective clients per month in efforts to convert inquiries into jobs; which yielded 3% of new clients for the 2011 fiscal year
- Assisted in the development and process of reviewing client retention and conversion rates

SKILLS, ACTIVITIES & INTERESTS

Languages: Conversational Proficiency in Spanish
Technical Skills: Proficiency in Factset, Bloomberg Terminal, Microsoft Office and QuickBooks
Activities: Economics & Finance Club; 2012 Handball World Championship