

Name

Permanent Address • School Address
Professional@email.com | School@email.com | Cell Number

EDUCATION

The Pennsylvania State University (University Park, PA) Class of May 2016
Smeal College of Business – *Dean's List: 4/4 Semesters* GPA – 3.63/4.00
Major: Bachelor of Science: *Accounting*
Intended Minors: *Information Sciences & Technology, Legal Environment of Business*
Conestoga High School (Berwyn, PA) Class of June 2012
High Honor Roll: 8/8 Semesters GPA – 3.75/4.00

LEADERSHIP/ACTIVITIES

(NAME) **Fraternity Executive Board** (State College, PA) January 2014 – Present
Treasurer

- Develop and manage an annual budget of \$460,000
- Coordinate with 7 other executive board members to ensure the fraternity meets and exceeds national and university standards
- Act as a financial liaison between the fraternity, its multiple suppliers and the university
- Modified an inherited budget deficit and created a budget surplus with existing resources

Viridity Energy (Philadelphia, PA) June 2014 – Present
Project Management Intern

- Facilitate communication and task distribution between development, SCADA, and operations teams
- Create and maintain a client document matrix used by all teams to organize and update relevant files
- Compile daily software license enrollment reports used both internally and by licensed channel partners
- Assist operations team with client on-boarding, including account setup and maintenance

Oak Forest Ventures (Radnor, PA) May – December 2013
Industry Analysis Intern

- Researched chemical distribution and steel service industries and identified potential acquisition targets based on established criteria
- Was mentored by and worked directly under the CEO
- Organized and presented data using programs such as Microsoft Excel and Microsoft PowerPoint

Nittany Co-Op (State College, PA) January 2014 – Present
Board of Directors, Advisory Member

- Work with 15 other members to determine decision-making and company direction
- Provide consulting on specific issues involving any of over 200 vendors and over 60 Greek organization clients
- Develop a strategic long term plan for the management of a \$3.9 million revenue budget
- Act as intermediary between Nittany Co-Op and the Greek community at Penn State

(NAME) **Fraternity** (State College, PA) September 2012 – Present
Honor Board Member, Communications Administrator

- Act as judiciary member to maintain order and distribute fines and penalties for conduct violations
 - Responsible for maintaining the internal listserv for (FRATERNITY)
 - Serve as the central resource regarding interfraternity communications
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WORK EXPERIENCE

Mediterranean Grill (Wayne, PA) November 2012 – March 2013
Server

- Worked 15+ Hours a week during high school
- Interacted with customers on a daily basis to provide a friendly and welcoming environment

Aronimink Golf Club (Newtown Square, PA) June 2007 – August 2013
Caddy

- Worked 40+ Hours a week spanning 7 consecutive summers
- Provided advice to golfers and ensured their experience met the standards of a Top 100 Golf Club