

# Fake Name

123 Fake St, Fake, IL | 555-555-6242 | fakeaddress@yahoo.com

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## EDUCATION

**Fake School of Business, Fake University, Fake, AK**

August 2013

*Bachelor of Science in Business Administration*

**GPA: 3.5/4.0**

- Majors: Finance and Accounting

## WORK EXPERIENCE

**Executive Recruiter, Fake, IL**

April 2012 – June 2012

*Technology Consultant*

- Worked with an executive search recruiter to develop a ten-question survey which focused on compensation data for middle-market and lower-middle-market private equity employees.
- Edited the private equity compensation report by checking for grammar, style and word choice errors as well as numerical discrepancies.
- Developed eight elaborate graphs to visually explain the findings of the compensation survey.

**Medium-Sized Local Bank and Trust, Fake, IL**

June 2011 – August 2011

*Credit Analyst Intern*

- Worked with senior commercial credit executives to create a more efficient way for the bank, which holds over \$1.25 Billion in loans, to enter creditors' financial statements.
- Created fixed-income models to determine rates and loan payback schedules for commercial credit customers with revenues ranging between \$100,000 and \$7 Million.
- Completed an analysis/presentation using graphs, industry financial ratios and calculated projections to describe the future of the \$9 Billion Wisconsin cheese industry.
- Wrote a pamphlet explaining the basics of futures contracts in farming, including benefits and risks, which was distributed to over 20 of the bank's farming clients.

**Small Local Bank, Fake, IL**

May 2010 – August 2010

*Commercial Credit Intern*

- One of two students chosen to analyze financial statements and input data into upgraded analysis software intended to centralize data for the bank's \$900 Million loan portfolio.
- Reviewed financial statements for companies with yearly revenues between \$100,000 and \$12 Million.
- Instructed the bank's Chief Credit Officer on a newly-installed web-based software used to analyze creditors' financial ratios and determine loan strength.

## LEADERSHIP & ACTIVITIES

**Civil Leadership Development, College City, AK**

February 2011 – February 2012

*Philanthropy Committee Member*

- Planned seven new events for the Fake School of Business's primary volunteer association.
- Coordinated philanthropy events such as the Jill Behrmann 5k, which raises awareness of violence in the community.
- Represented the committee by providing event updates at faculty advisor meetings.

**Undergraduate Investment Club, College City, AK**

October 2011 – April 2013

*Member*

- Led discussions on topics relevant to current financial markets including quantitative easing, credit default swaps and the fiscal cliff.
- Instructed by leaders on how to successfully organize and manage meetings and events of more than 50 members and guests.

**X201: Business Technology, College City, AK**

August 2011 – December 2011

*Peer Tutor*

- Elected to help students better understand data management, business modeling and risk analysis with Excel add-ins such as @Risk, StatTools and Solver.
- Aided the professor in over 25 classes by providing students with assistance on advanced Excel techniques and explaining Excel's role in making sound business decisions.

**Fake Residence Hall Judicial Board, College City, AK**

September 2009 – April 2010

*Board Member*

- Selected as one of ten students to review and uphold the Fake Residence Hall Student Code of Ethics and represent the Dean of Students in ethics code violations.
- Used teamwork, debate and ethical judgment to determine consequences for students facing judicial board.

## ADDITIONAL INFORMATION

Bloomberg Certified



IL CPA Candidate



Coursera Student