

## FIRST NAME

Address, Cell Phone-, E-mail

### Education:

**Bachelors of Business Administration, Finance; 3.7 GPA**

Expected, May 2013

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### Relevant Coursework

Capital Budgeting; Financial Derivatives; Business Valuation; Financial Management (Institutions, Short Term, and International); Managerial and Financial Accounting; Legal and Ethical Environment.

- Honors Thesis (“Establishing a Public Equity Exchange”)

### Experience

Insurance and Financial Services Agent Intern, State Farm, [REDACTED], [REDACTED] March- November 2012

- Closed a pace setting 12 insurance policies within a week. Contributing 8% increase in quarterly sales.
- Provided Financial Services to protect client assets.
- Evaluated investment decisions optimally suited to protect client assets.
- Managed all phases of sales cycle- Prospecting, Presenting, Closing, and Follow-up.
- Implemented an aggressive campaign of referrals, cold calling, and attending networking events.
- Exceeded financial objectives of represented clients.

Garden Associate, Home Depot, [REDACTED], [REDACTED] February 2010- May 2012

- Implemented Six Sigma on a daily basis.
- Provide expert analysis on customer projects.

### Skills and Certifications:

#### Certifications

- Certified State of [REDACTED] Insurance Casualty and Property Agent. License Number ( )
- Information Technology Certificate- [REDACTED] Expected, May 2013
- Gold Award/ [REDACTED] Work Ready Certificate

#### Language

- Exceptional (Oral, Written, and Reading) in English, Dari, Farsi; Introductory level in Urdu.

#### Computer

- Microsoft Office- Access, Excel, Outlook, PowerPoint, Project, Publisher, Visio, Word.
- Create charts to determine Sensitivity Analysis of Investments, Break-Even Analysis, and Six Sigma.
- Knowledge of SQL, Oracle, Database Design, Multiuser Database Processing, and Style Sheets.
- Able to create websites using CSS, HTML, Dreamweaver, Adobe Fireworks, and PageMaker.

### Honors and Volunteer Work

- Member of Honors Program
- Vice President of Muslim Student Association at [REDACTED]
- Co-Director of “Inviting to the Straight Path- [REDACTED]
- Member of Golden Key Honors Society
- Dean’s List (4 Semesters)
- [REDACTED] Assistant at the Center for Children and Young Adults in [REDACTED]
- Law School Acceptance Test Private Tutor