

First Last

School Address/ Email
Home Address / Cell

Education

School, Location

Double Major: Finance and Marketing, Expected May 2015

Honors: GPA: 3.35 / 4.0, Major GPA: 3.7 / 4.0, Deans List Fall 2012, 2013

Relevant Course Work: Portfolio Management, Investments, Financial Accounting, Computer Applications in Business, Financial Markets and Institutions, Corporate Finance, Principles of Microeconomics/ Macroeconomics

Financial Experience

Collateral/ Mid-Office Summer Intern, Hedge Fund, New York, NY, June- August 2014

- Responsible for issuing and answering firms repo margin calls across 33 counter parties and a portfolio totaling \$100 billion
- Performed end of day reconciliation between Prime Broker and wires system
- Completed ad hoc department projects that relied heavily on Microsoft Excel
- Created standard operating procedures document and assisted off shoring certain tasks to India
- Demonstrated a desire to learn and ability to succeed in a high pace work environment

Consumer Staples Sector Analyst, Student Managed Investment Fund, School, September 2014- Present

- Responsible for managing \$28,000 of schools endowment fund to invest in equities
- Analyzed and created models to value firms in the Consumer Staples sector to place in portfolio using FactSet and other data resources
- Conducted market research to identify potential investments

Secretary, Investment Club, School, September 2011- Present

- Lead and attend meetings and speaker events focused on gaining a better understanding of the investment field
- Developed stock pitches in addition to other projects requiring analysis of companies financial statements
- Assisted in planning and preparing events, such as our school's first Investment Forecasting Forum
- Attended the Quinnipiac G.A.M.E (Global Asset Management Education) Forum in NYC

Participant in Career Shadowing Program, School, Winter Break 2011-2014

- Shadowed a managing director in NYC at Nomura Securities. Gained valuable insight into finance sector

Communication and Leadership Experience

Summer Assistant, School, June- September 2013

- Spoke at Group Information Sessions in front of crowds ranging from 20-80 people
- Provided tours to prospective students and their families
- Performed office duties such as answer phones, greet guests, filing and completing projects using Microsoft Office

Marketing Intern, Athletics Office, September 2013- Present

- Create advertisements to encourage students to attend sporting events
- Ensure promotions at sporting events ran smoothly by providing customer service

President, School Club, September 2011- Present

- Encourage student attendance at Men's and Women's Basketball, Soccer, and Lacrosse games to the student body
- Create unique promotions, manage student section at sporting events, and created campus events for students

Board Member/ Group Leader/ Volunteer, Habitat For Humanity, School, Spring Break 2011-2014

- Organized plans and fundraising events for week long trip designed to build homes and eliminate poverty
- Created budget and was responsible for twenty students safety and well-being

Writer, The Cowl, School, September 2011- Present

- Synthesize weekly sports highlights and notable headlines to the Providence College Community in a timely manner

Junior Counselor, Hometown, June-August 2009

- Created an engaging, open, and safe environment where all campers felt welcomed and accepted

Radio Show Host, School, September 2011- Present

- Discussed current sports topics and School Basketball to a wide and diverse audience