

First Last

123 Main Street, STATE 11111
(XXX) XXX-XXXX | XXXX@umich.edu

EDUCATION

UNIVERSITY OF MICHIGAN
Stephen M. Ross School of Business
Bachelor of Business Administration
• **GPA:** N/A

Ann Arbor, MI
Expected May 2016

College of Literature, Science, and the Arts
Liberal Arts curriculum with pre-business emphasis
• **GPA:** 3.66 / 4.00
• **Honors:** University Honors Designation

Ann Arbor, MI
September 2012-May 2013

WORK & LEADERSHIP EXPERIENCE

WNET, New York Public Media
Finance Intern

New York, NY
May 2013-August 2013

- Developed comprehensive financial reports in company software to aid in budget control process
- Compiled and audited expense reports totaling over \$100,000 per month
- Researched forecasted and budgeted revenue and expense accounts for over 10 productions in company database software
- Responsible for maintaining budget tracker in excel via adjusting and accrual journal entries

Wall Street Oasis
Business Strategy Intern

Boston, MA (remote)
June 2013-September 2013

- Collaborated with COO in researching and analyzing potential business partnerships
- Established relationships with major financial news publications and blogs with Wall Street Oasis articles via e-mail and twitter; averaged 29% response rate, among top of all interns
- Wall Street Oasis is one of the largest finance and consulting oriented communities online, totaling 500,000 posts to date and over 4 million page hits per month.

Office of NY State Assemblyman Charles Lavine
Intern

Glen Cove, NY
June 2011-August 2011

- Engaged in round-table discussions of local and federal political issues
- Operated phone bank and campaigned on behalf of local candidates garnering constituent support

Michigan Business Club
Project Manager

Ann Arbor, MI
Fall 2012

- Improved leadership skills as Project Manager in business competition during Fall semester
- Led team's efforts to earn profits by managing sales and business plan; resulted in 20% profit
- Developed marketing strategy for prospective customers; resulted in increased sales

SKILLS, ACTIVITIES & INTERESTS

Languages: Conversational Proficiency in Spanish

Activities: Michigan Commodities Group, xxxxx xxx Fraternity- Pledge Class President

Interests: Meteorology (trained NWS SKYWARN spotter), Geography, Personal Investing