

First Last

Email: first.last@email.com | Phone: (888)-888-8888

Current: 123 I'm So Fancy Pkwy New York, NY 88888 | Permanent: 456 You Already Know Dr. New York, NY 88888

EDUCATION

Non-Target University, Average School of Business

Athens, GA

B.B.A, Finance and International Business Co-Major – GPA: 3.40/4.00

Expected: May 2016

- **Relevant Coursework:** Economic Development of the United States, Introduction to Information Systems in Business, Introduction to Markets and Enterprises, Introduction to Wall Street Deals, Principles of Accounting I, Principles of Accounting II, Principles of Macroeconomics, Principles of Microeconomics
- **Honors/Scholarships:** Deans List, HOPE Scholarship

WORK EXPERIENCE

Boutique Investment Bank

City, State

Summer Analyst

May 2014 – August 2014

- Built monthly, quarterly, and annual reports to be used for analyzing business trends and drawing comparisons
- Constructed fully integrated financial statements using over 200 line items from a proprietary software management system
- Developed high-level knowledge of the lease-here pay-here business model and the auto dealership market

Start-up focused on fundraising for non-profits

City, State

Intern

May 2014 – August 2014

- Produced marketing materials and replicable strategy for a \$60,000+ non-profit fundraising campaign
- Assembled and managed an online database of over 100 classrooms
- Collaborated with 2 other interns to troubleshoot and test all different phases of beta-stage process

Sushi Bar

City, State

Sushi Chef

March 2014 – Present

- Prepare over 40 different kinds of sushi rolls in a quick, efficient manner
- Assist the head sushi chef in serving up to 120 customers daily

Ice Cream Catering Company

City, State

Ice Cream Caterer

May 2013 – July 2013

- Serviced over 50 diverse clients 1 on 1 via phone or in-person to establish customer relationships and setup procedures
- Coordinated individualized catering events of 100+ patrons in a fast-paced environment

LEADERSHIP & AFFILIATIONS

Introduction to Wall Street Deals Workshop

City, State

Participant

February 2014 – April 2014

- Invested in an intensive 8-week workshop taught by the President of Potato Capital Partners, a local boutique investment bank
- Established foundational knowledge in credit analysis, private equity, venture capital, and investment banking
- Engaged in hands-on work with real world deals through case study analysis and interactive learning

Wall Street Oasis

City, State

Campus Representative

November 2013 – May 2014

- Promoted services via social media, word-of-mouth marketing, and informational presentations
- Created and managed a working relationship between the University of Georgia and Wall Street Oasis
- Finished the program #1 out of 70 WSO campus representatives for performance

Atlas Business Society

City, State

Head of Special Events

October 2013 – Present

- Chosen after a highly selective application and interview process to be 1 of 44 UGA pre-business students admitted to the organization
- Engage in monthly meetings designed to provide a comprehensive foundation of the business world, professional networking opportunities, and individual leadership development.

Hall Council

City, State

Treasurer

September 2012 – May 2013

- Implemented a tentative budget of approx. \$8,500 each semester in cooperation with the executive board
- Minimized wasteful spending through careful selection of suppliers resulting in surpluses of \$2,000+
- Organized and facilitated community programs for residents with 5 other Hall Council board members

INTERESTS

- Investing, Traveling, Playing Piano, Foreign Languages, Badminton, Fishing, Psychology