

# DECEMBER GRADUATE

1234 Local Address | City, State 12345  
(123) 456-7890 | user123@school.email.edu

## EDUCATION

### State University

*Bachelor of Science in Finance*

- **GPA:** 3.2 / 4.0; **SAT:** 2100 / 2400

- **Honors:** Awarded XYZ Scholarship for full out-of-state tuition based on academic achievement.

- **Relevant Coursework:** Derivatives, Intermediate Accounting I/II, Real Estate Finance, Statistical Methods and Modeling

### University of Sydney

*Academic Programs Abroad*

**Sydney, New South Wales, Australia**

February 2012 – June 2012

**City, State**

Expected December 2013

## WORK & LEADERSHIP EXPERIENCE

### Student Managed Investment Fund

*Manager, Technology Sector*

- Manage technology sector portfolio, the largest at over 18% of \$1.7 million fund, with principal goal to exceed benchmark performance and secondary team goal to exceed entire fund performance as a growth-oriented sector.
- Prepare detailed portfolio reconciliations of dividends and cash holdings on monthly basis.
- Proxy vote as a group for technology holdings based on analysis of company's financial outlook and investor relations.
- Present market allocation reports to class and ABC Foundation, after extensively researching comparable ratios and performance metrics for companies and industries, in order to identify undervalued firms in strong outlook technology market segments.
- Argue for overweight positions in growth industries with high projected short and long-term revenue growth, including online services and communications technology, and underweight positions in mature industries with diminishing profit margins and weak financial outlook, including hardware manufacturing and semiconductors.

**City, State**

August 2013 – Present

### XYZ Mutual Financial Network

*Financial Representative*

- Exceed quotas by aggressively seeking appointments and obtaining referrals and sales leads, in order to build a client list.
- Grow accountability, attention-to-detail, and self-discipline by contacting clients directly and gathering personal financial information, in order to build an accurate sales database with call logs, appointment times, and meeting notes.
- Develop strong offensive and defensive financial strategies for clients through use of various annuities and insurance products.
- Create detailed policy illustrations and personal planning analyses, based on unique client health profiles and risk assessment.
- Build and maintain close relationships with clients, both independently and through joint-work partnerships with fellow XYZ Mutual representatives.
- Develop skills with sales school class through continuous weekly training with company leaders, and by attending sales competitions with network offices throughout state.
- Self-study for compliance training and state resident/ non-resident licensing, without direct supervision.

**City, State**

May 2013 – Present

### Stock-Trak Portfolio Competition

*Broker*

- Built diversified portfolio of initial value \$500,000 with bonds, commodities, equities, futures, and options, with top five competitors earning recognition for outstanding portfolio performance.
- Researched market performance metrics as a group, then held long positions in AA, AMZN, and BBY, put-options on platinum and silver, and acquired T-Bills with maturity dates before competition deadline.
- Overcame setbacks from underperformers AAPL and MSFT by borrowing on margin and acquiring short-term, high-growth equities, for a 24% ROE on original portfolio value.
- Finished 2<sup>nd</sup> in competition with strong portfolio performance, followed by a comprehensive strategy outline and presentation at end of semester.

**City, State**

August 2012 – November 2012

### Campus TV

*Studio Director*

- Developed production skills in rotation as sound technician, video operator, and camera crewmember, before promotion to Studio Director, where I responsibly kept programs on schedule while maintaining direct communication with production head.
- Arrived early to studio every day to set up cameras, microphones, and monitors, review daily scripts, and rehearse cast and four member camera-crew, prior to directing live broadcasts featuring current and breaking news.

**City, State**

August 2010 – October 2012

## SKILLS, ACTIVITIES & INTERESTS

**Activities:** APA Buddy Program, University Club Tennis, University Step Show 2012, Alpha Beta Gamma Fraternity, UREC Soccer

**State Certifications:** Life, Health, and Accident Insurance

**Service:** ALS Association 'Kick it For the Cure', Special Olympics of Texas, Tri-City Animal Shelter

**Training:** Bloomberg Terminal, Excel, FactSet, XYZ Mutual Sales School, Outlook, PowerPoint