

First Last

10 Oak St. Apt. #29
New York, NY 10001

first.last@email.com

123.456.7789

EDUCATION

Non-Target University – Average School of Business

Bachelor of Science in Business Administration; Finance Major

New York, NY

Class of 2016

- Cumulative GPA: 3.9/4.0; Major GPA: 4.0/4.0
- Top 10% of class, Golden Key Honors Society
- Relevant Coursework: Financial Accounting, Managerial Accounting, Microeconomics, Macroeconomics

Non-Target University

General Studies

New York, NY

Sep 2012 – Apr 2013

- Cumulative GPA: 3.8/4.0
- Top 10% of class, President's List Fall 2012
- Relevant Coursework: Pre-Calculus I and II

WORK EXPERIENCE

Venture Accelerator

Summer Analyst

New York, NY

May 2014 – Aug 2014

- Researched and developed an investor database of 98 VC's and Angel Investors
- Screened applications and performed due diligence on prospective cohort companies
- Created capitalization spreadsheets detailing equity and funding breakdown for the cohort companies
- Researched and recommended start-up companies to the program director
- Worked with a consulting firm to optimize the website user interface for clients and investors
- Created a marketing plan that synthesized timing, content, and distribution across multiple platforms
- Researched and updated the content of 78 mentors on online and internal databases

Wealth Management Firm

Wealth Management Intern

New York, NY

May 2014 – Aug 2014

- Processed security litigation claims for clients with ~\$500 million AUM
- Researched and compiled spreadsheets with client beneficiary information
- Created PowerPoint pitch books of economic analysis for online platforms
- Presented managed portfolio performance results through technical analysis
- Led the dissolution of a 501(c)(6) non-profit corporation
- Built new relationships with potential investment clients through marketing outreach
- Created client files containing investment plans, analysis, and contract paperwork

LEADERSHIP

YMCA of America

Camp Counselor and Lifeguard

New York, NY

May 2012 – Aug 2012

- Managed a group of 10-15 children every week and led them through personal development activities
- Obtained my CPR-Pro, First Aid, and Emergency Oxygen Administration certifications
- Taught swimming lessons, supervised kayak tours, and enforced water safety compliance

ADDITIONAL INFORMATION

Skills: Fluent in Dutch, Basic Skills in German

Modeling: Completed "Investment Banking; Valuation, LBO's, and M&A" by Joshua Rosenbaum

Computer: Proficient in Excel and PowerPoint

Certifications: Completed CPR-Pro, First Aid, and Emergency Oxygen Administration

Interests: Soccer, Tennis, Skiing, Nutrition, Travel