

The Dude

123 Main St, Nowhere, Everywhere 55355
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EDUCATION

Non-Target School **Nowhere, Everywhere**
Bachelor of Science in Business Administration; Major in Finance Expected May 2014

- **Relevant Coursework:** Business Finance, Commercial Bank Management, Corporate Finance, Financial Accounting, International Business, Investment Analysis, Managerial Accounting
- **Activities:** 2012 Brokerage Firm Professional Development Program

WORK EXPERIENCE

Brokerage Firm **Nowhere, Everywhere**
Intern, Corporate Actions Department June 2013- Present

- Process reorganization announcements, while interpreting the type of event described and verifying the accuracy of payments from DTCC and Transfer Agents
- Analyze share and cash discrepancies between firms accounting system and physical custody location and researched discrepancies as to prevent any potential risk or loss to the client or firm
- Develop procedures for Non-Transferable Securities report
- Utilize resources such as Bloomberg, Reuters, EDGAR, and DTCC to perform research on companies undergoing corporate actions and reorganizations
- Assist in planning and promoting the 2013 Brokerage Firm Professional Development Program

Non-Target School **Nowhere, Everywhere**
Student Assistant, Tutoring Center August 2011- Present

- Provide support to over 100 students daily regarding services related to tutoring, workshops, appointments, and other Tutoring Center programs
- Train new staff on office protocols and procedure and daily responsibilities

Bob Smith Campaign, Everywhere XXth District Representative **Nowhere, Everywhere**
Political Canvasser June 2012- August 2012

- Contacted local registered voters through phone banking
- Discussed local issues and solicited votes from individuals within the Orlando community
- Facilitated Hispanic Voter Outreach through literature distribution and voter contact

Botique Financial Advising Office **Nowhere, Everywhere**
Intern September 2009- August 2010

- Performed risk analysis on perspective clients for use on Financial Plan
- Responsible for coordinating advisor calendars and various administrative duties

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in Spanish

Technical Skills: Certified Internet Web Professional: CIW v5 Associate

Activities: Young Investors Club, ALPFA, 'School Mascot' Give Back, PB&J's for The Homeless

Interests: Kayaking, European History, Indoor Rock Climbing, Politics & Current Events