

MY NAME

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Address: 123 Main St. · College Town, ZZ 11111

EDUCATION

- Target University · Top College of Business** · College Town, ZZ May 2014
- *Bachelor of Business Administration:* Finance & Economics (Double Major) 3.6 of 4.0
 - *Overall Cumulative GPA:* 3.4 of 4.0
- State University · S.U. Honors Program in Foreign Languages** · Small Town, Spain Summer 2009
- Became conversationally fluent in the Spanish language through extensive study and total cultural immersion
 - Completed high level courses in Spanish culture, literature, history, and conversation while living with a host family

HONORS

- Dean's Honor List**, Target University Fall 2011
- Valedictorian**, My High School (Ranked 1 of 533) June 2010
- Award of Excellence**, State University Honors Program in Foreign Languages August 2009

LEADERSHIP

- Equity Analyst and Project Leader** Spring 2012 – 2013
Morningstar Case Project – University Business Council College Town, ZZ
- Researched operations of several technology and industrial firms, estimating their fair values and growth prospects
 - Built detailed discounted cash flow models which incorporated scenario analyses and growth projections
 - Compiled a group pitch book each semester and presented our buy, hold or sell recommendations to Senior Analysts
 - Led 60+ students from all years through the steps in performing fundamental analyses and building financial models
- Student Manager** March 2012 - Present
My School's Alumni Association College Town, ZZ
- Recruit, hire, train, oversee and evaluate a staff of over 50 student employees and desk assistants
 - Communicate with visitors, alumni, students, university officials and important donors on a daily basis
 - Responsible for employee scheduling; overhauled the scheduling system to increase efficiency and reduce missed shifts

WORK EXPERIENCE

- Financial Analyst Intern** Summer 2013
Technology Company Silicon Valley, California
- Analyzed product bookings of 30 top clients that generate over \$600m in sales revenue
 - Investigated the creation of duplicate accounts in CRM databases; reduced redundant client accounts by 50%
 - Reported and presented bill-of-materials level prices and data for a \$14 million wireless LAN deal
 - Assisted in year-end procedures utilizing Salesforce and Microsoft Office, measuring progress against company goals
- Retail Analytics and Planning Intern** Summer 2012
Clothing Company New York, New York
- Catalogued over 50,000 lines of vital data in large databases, utilizing Microsoft Excel and the AS400 sales system
 - Budgeted merchandising dollars on a per-store basis for over 3,000 retail stores using statements and sales records
 - Projected sales for Company's Brand 2013 clothing line by tabulating financial ratios and considering economic factors
- Crew Leader** April 2006 – August 2011
Chain Restaurant Home Town, ZZ
- Nominated "Crew Person of the Year" for the Chicagoland region in 2009
 - Directed crew to meet targets on a shiftly basis, leading our store to become a top franchise in the district
 - Coordinated new employee training schedules and conducted performance reviews for a staff of over 70 employees

SKILLS AND INTERESTS

Technical: Microsoft Office · PHP · DCF Valuation · Bloomberg Terminal · STATA · CapitalIQ · Morningstar · Salesforce
Languages: English · Spanish (Intermediate) · Arabic (Elementary)
Interests: Tennis · Music · College Football · Markets · Technology · Reading · Running · Sailing · Web Programming
