

First Last

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EDUCATION

XXXXXX UNIVERSITY

Town, US

School of Business

Expected May 2016

Bachelor of Business Administration

- **GPA:** N/A

College of A & S

Same Town, US

Liberal Arts curriculum with pre-business emphasis

September 2012-May 2013

- **GPA:** 3.66 / 4.00
- **Honors:** Dean's List

WORK & LEADERSHIP EXPERIENCE

WNET, New York Public Media

New York, NY

Finance Intern

May 2013-August 2013

- Developed comprehensive financial reports in company software to aid in budget control process
- Compiled and audited expense reports totaling over \$100,000 per month
- Researched forecasted and budgeted revenue and expense accounts for over 10 productions in company database software
- Responsible for maintaining budget tracker in excel via adjusting and accrual journal entries

Wall Street Oasis

Boston, MA (remote)

Business Strategy Intern

June 2013-September 2013

- Collaborated with COO in researching and analyzing potential business partnerships
- Established relationships with major financial news publications and blogs with Wall Street Oasis articles via e-mail and twitter; averaged 29% response rate, among top of all interns
- Wall Street Oasis is one of the largest finance and consulting oriented communities online, totaling 500,000 posts to date and over 4 million page hits per month.

Office of State Assemblyman XXXX XXXX

Town, US

Intern

June 2011-August 2011

- Engaged in round-table discussions of local and federal political issues
- Operated phone bank and campaigned on behalf of local candidates garnering constituent support

Business Club

Town, US

Project Manager

Fall 2012

- Improved leadership skills as Project Manager in business competition during Fall semester
- Led team's efforts to earn profits by managing sales and business plan; resulted in 20% profit
- Developed marketing strategy for prospective customers; resulted in increased sales

SKILLS, ACTIVITIES & INTERESTS

Languages: Conversational Proficiency in Spanish

Activities: Schoolname Commodities Group, XXXX XX Fraternity- Pledge Class President

Interests: Meteorology (trained NWS SKYWARN spotter), Geography, Travel, Sports