

Name

1234 Fake Street
Address line 2

email

Phone #

EDUCATION

Non-Target

Bachelor of Science in Business Administration; Finance

City, State

Class of 2013

- Cumulative GPA: 3.4/4.0 Finance GPA: 3.6/4.0
- Recipient of the College of Business' ~~~~~ award which identifies ~~~ students within the college as outstanding student leaders who excelled in academics, professional development, leadership and service.
- Relevant Coursework: Applied Securities Analysis, Financial Policies and Strategies, Financial Statement Analysis, Financial Institutions and Markets, Principles of Investments, Advanced Corporate Finance.

Study Abroad University

School of Economics

Eastern Europe

Date

- Elected to study international business and economics in a summer study abroad program.
- Completed courses in Challenges of Transitioning Economies and Fundamentals of International Business
- Broadened global perspective by immersing in the local culture.

CFA Level 1 Candidate

WORK EXPERIENCE

Non-finance firm (Defense), Group name

Service Request Fulfillment Coordinator

City, State

June 2013 - Present

- Collaborated with military and civilian personnel to gather requirements to create 3 to 5 long-term solutions per month to IT Problems.
- Facilitated the design and build process of IT Services for United States Special Operations Command.
- Created, maintained, and presented approximately 30 different excel based quantitative reporting metrics.
- Trusted with data classified up to top secret relating to contracts, finances, and command objectives.

University Endowment, Student managed fund

Equity Research Analyst – Financial Sector

City, State

August 2012 – May 2013

- One of 12 students selected to manage a sub-portfolio of the university endowment valued at \$~~~~~.
- Monitored and recommended investments in the financial sector resulting in the \$~~~~~ acquisition of a small cap debt management firm and the \$~~~~~ acquisition of a large payment processing company.
- Developed investment theses through fundamental research and creation of pro forma financial statements deriving an intrinsic value for each stock using DCF and P/E expansion models.

Non-finance firm (Defense), Group name

Financial Analyst Intern

City, State

August 2012 – May 2013

- Created detailed forecasts of fringe benefits rates using Microsoft excel.
- Reviewed burden pool rates and examined variances to identify significant cost drivers, and suggested improvements to cost estimating relationships.

LEADERSHIP

Non-finance related academic club

Vice President

City, State

April 2012 – May 2013

- Planned events including special guest speakers, non-profit partnerships, and bi-weekly meeting agendas
- Organized budgets for club activities throughout the fall semester of 2012

Business College related dormitory/club

Student Mentor

City, State

August 2010 – May 2011

- Selected by faculty advisors to help three new students adjust to campus living and collegiate coursework
- Coordinated networking events within a community of approximately 100 undergraduate business majors.

OTHER INFORMATION

Language: Basic skills in Spanish, Beginner skills in Russian

Computer: Expert in Excel, PowerPoint, Visio

Interests: Mountain Biking, Camping, Reading, Personal Investing (Long-only value approach)