

# My Name

Address line of school and all my contact information

## EDUCATION

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**Non-Target University** - The XXX School of Business XXX, NY  
Bachelor of Science in Finance and Applied Accounting, Economics Minor May 2016

- **Cumulative GPA:** 3.7 (Transfer Student)
- **Honors:** Non-Target School of Business Dean's List, Nominated Note-taker for Non-Target Disability Services
- **Activities:** Finance Society, Alternative Investments, Non-Target Integrated Project, Snowboard & Ski Club, Intramural Basketball and Soccer
- **Professional Development:** Training the Street – Introduction to Valuation, Leaders in Investment Banking,

### Liberal Arts School

Major in Business Economics XXX, OH  
Aug. 2012- May 2013

- **Cumulative GPA:** 3.5
- **Honors:** Dean's list, Varsity Tennis Letter, Dean's Scholarship (20,000 per year), Student Government Representative for Varsity Tennis Team

## WORK EXPERIENCE

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### Boutique Investment Bank

*Investment Banking Spring Analyst* New York, NY  
Jan. 2014 - Present

- Assisting the deal team in providing mergers and acquisitions advisory services to companies in a wide range of industries; Working alongside the Managing Partners of the XXX Group
- Conducting sell-side research on clients industry, customer base, and end markets; uploading into Firmex
- Analyzing companies and their financial statements to compile list of comparable companies for valuation
- Spreading key statistics, ratios, and trading multiples used for benchmarking in trading comps
- Performing due diligence using Capital IQ and writing outlines of CIM's, teasers, and marketing materials
- Learning about the M&A deal process and the different financial modeling techniques

### Wealth Management Firm

*Fall Season Analyst* New York, NY  
Sept. 2013 - Jan. 2014

- Assisted with investing model analytics and potential clients' portfolio comparisons, Led a marketing campaign that has contacted over 750 partners at premiere Manhattan law firms
- Loaded potential clients portfolio allocation of equity and fixed income into Advisory World
- Conducted side-by-side comparisons of clients existing portfolio to certain WM investing models
- Researched Manhattan law firms with partners with certain net worth, loaded information into marketing program and sent out letters and follow-up emails to obtain meetings for WM President

### Major Pharmaceutical Company

*Quality Control Intern* XXX, NJ  
May 2013 - August 2013

- Created over 50 logbooks that were used by company employees and auditors
- Organized and maintained status of three Document Control Rooms to Statements on Auditing Standards (SASs)

## LEADERSHIP EXPERIENCE

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### Barbecue Club

*Co-creator and Treasurer* XXX, OH  
Aug. 2012 - May 2013

- Tracked and analyzed revenues and expenses, monitored overall cash flow
- Planned, organized, and ran five different school and community events
- Among three individuals who started the club, wrote club proposal, and worked to meet rigorous club requirements

## SKILLS, INTERESTS, & VOLUNTEER WORK

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**Skills:** Bloomberg Certified in Equity Essentials and Fixed Income, MS Excel, Word Proficiency

**Interests:** Tennis (HS Varsity Captain, 1<sup>st</sup> Team All-State), Basketball (HS Varsity Captain), Pretzel-Making

**Volunteer Work:** Summer Tennis Instructor for Autistic Tennis Camp, XXX Church Youth Leader

