
Maxwell Power

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EDUCATION

Great School, School of Business **August 2010 - Present**
Bachelor of Business Administration in Finance and Investments, expected January 2013
Dual Minor in Sociology and Economics
Overall GPA: 3.62/4.00 Dean's List

Good School, School of Business **August 2009 – May 2010**
Bachelor of Business Administration in Management
Overall GPA: 3.86/4.00

WORK EXPERIENCE

ABC Company, Albany, NY **June 2013 - Present**
Middle Office Intern

- Book and allocate a variety of investment vehicles including futures, options, swaps, MBS, and private equity
- Identify and escalate trade discrepancies on t+0 by confirming trade details and contacting counterparties to find a resolution
- Reconcile accounting and Order Management System on a fund-by-fund basis via OpenSTaARS
- Examine and compare trade blotters and profit and loss statements to match positions and deal codes
- Assist with beta testing of OMS version update for a timely and successful release

DEF Company, Albany, NY **June 2012 – August 2012**
Global Operations Intern

- Researched multi-asset portfolio holdings that provided Excel based attribution models
- Generated and checked quality of MSCI Barra Aegis Risk reports on a monthly basis which supported front end client servicing
- Produced VBA macros that increased efficiency of monthly deadline reporting and department cost allocations
- Developed and optimized framework of Fund database through modification of queries and table relationships

XYZ Company, Albany, NY **August 2011 – May 2012**
Teller

- Managed daily cash flow in excess of \$40,000
- Identified sales opportunities for potential cross-selling for profit maximization
- Recipient of multiple 100% customer satisfaction awards for excellent service and outstanding commitment

SALES R' US, Albany, NY **May 2010 – July 2010**
Sales Associate

- Conducted marketing presentations that analyzed business environments and utilized knowledge of XXX services
- Extemporized interpersonal relationships with over 250 business owners and employees

LEADERSHIP ACTIVITIES

Tennis Club, Albany, NY **May 2013 - Present**
Assistant Tennis Instructor

- Instill confidence and provide encouragement to all students to strengthen mental toughness
- Educate novices in groups of 5-10 on the fundamentals of Tennis; rules, grip, form, and positioning
- Set goals for intermediate players that are closely monitored and evaluated for improvement
- Run training drills that emphasis footwork and proper conditioning

Honors Society, Great School, Albany, NY **February 2011 – May 2013**
Database Manager

- Oversee maintenance of Excel database that contains contact information of over 600 Sigma members
- Connect with Great School Alumni to arrange speaker events and obtain valid contact information
- Participate in volunteer events such as “Computers for Youth” and “Relay For Life”

Big Company Day, Albany, NY **April 2011**
Participant

- Selected as 1 out of 250 applicants to get involved in “IT, Operations, Shared Services Exploration Day”
- Designed and assembled a winning project for the “Teambuild Challenge” by collaborating with a newly-formed team of five members

Hall Council, Good School, Albany, NY **October 2009 –**
May 2010

Public Relations

- Acted as liaison to other housing quads to coordinate campus wide events
- Organized numerous fundraisers and donated over \$2,300 to non-profit organizations

COLLEGIATE ACTIVITIES/HONORS

Member of **Hip Hop Club**, Great School
Member of **Other Honor Society**, Great School
Tennis Instructor of **Intramural Tennis Club**, Good School

LANGUAGE AND TECHNICAL SKILLS

Proficient in MS Word, MS PowerPoint, Windows XP, Mac OSX, and Prezi

Intermediate in MS Excel, MS Outlook, and VBA

Knowledge of MS Access, MS SQL Server 2005, Bloomberg, and MSCI Barra Aegis, Geneva, Charles River, Electra STaARS, and Oasys

Conversational knowledge of Tagalog