

First Last
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(000) 111-2222 | name@name.com

EDUCATION

Target University

Bachelor of Arts in Economics, Minors in Business Studies and Chinese

City, State, USA

Expected May 2016

- **Cumulative GPA:** 3.53 / 4.0
- **SAT:** 2180 / 2400
- **Relevant Coursework:** Macroeconomics, Microeconomics, Multivariable Calculus

WORK & LEADERSHIP EXPERIENCE

Chinese Domestic Law Firm

Legal Intern / Assistant to Senior Consultant

Beijing, China

June 2013 – July 2013

- Helped increase the efficiency of workflow between associates, partners, and consultants, decreasing the turnaround time of delivery of services to clients.
- Took part in meetings between legal teams regarding the drafting of donation contracts for [you should know who]’s fundraising campaign to sponsor his college at [Chinese University].
 - Personally made edits to the final drafts of over a dozen donation agreements (with total worth of \$200 million), reflecting both my personal recommendations and partners’ directives expressed over the course of several meetings.
- Conducted significant research for an international civil lawsuit with a potential settlement of \$250 million, resulting in several new key points that were integrated into the final case brief.
 - Took part in conference calls between legal teams.
 - Responsible for making extensive revisions to case brief, reflecting decisions made in daily one-on-one meetings with a Senior Consultant.

Prominent Jazz Club

Server

New York, NY

March 2013 – Present

- Full-time server (40 hours per week) at prominent [area] jazz club.
- Solely responsible for the food and drink service for large parties (60+) on a nightly basis.
- Actively take part in management meetings; help to design initiatives to provide services more efficiently and develop strategies to maximize profits from concert venue division of the business.
- Tasked regularly with training of new employees.

Various Production Companies

Freelance Production Assistant

Los Angeles, CA

June 2010 – March 2013

- Extensive experience as a commercial production assistant for award winning, Los Angeles-based commercial production companies including RSA, MJZ and Anonymous Content.
- Managed and organized on-set production supplies, drove production vehicles, made pick-up/drop-off runs and controlled pedestrians in high-pressure public locations for the production of commercial advertising campaigns for clients including Nike, Verizon, Budweiser and Samsung.

LANGUAGES, ACTIVITIES, SKILLS & INTERESTS

Languages: Conversational Proficiency in Spanish, Elementary Proficiency in Mandarin Chinese

Activities: Member of [Finance Society]

Skills: Microsoft Office Suite; Proficient in financial modeling with Excel

Interests: Tennis, Blackjack, Distance running, Reading