

# FIRST NAME, LAST NAME

## Contact Information

### PROFESSIONAL SUMMARY

I can view a problem both creatively and quantitatively, and am always looking for a more inventive and efficient way to solve it.

### EDUCATION

**Top-3 Liberal Arts College**, GPA: 3.81/4.00

**B.A., History**, 2009-2013

**Activities: Sports Editor/Columnist**, campus newspaper. **Founder/Editor**, campus humor magazine. **Writing Tutor** for faculty-elected tutoring program.

**Private High School, Bronx, NY** (SAT: 800 CR, 780 M, 740 W)

2005-2009

### WORK EXPERIENCE

**NYC Business Integrity Commission, New York, NY**

June 2013 –

**Intelligence Analyst.** Prepared over 500 case reports on New York City businesses and their possible affiliations with organized crime, analyzing large data sets for financial incongruities, and drawing conclusions based on extensive quantitative analysis. I have led the team in the number of reports completed for every month of my employment with the BIC.

**NYC Mayor's Office, Legal Affairs, New York, NY.**

June-August, 2012

**Research Intern.** Prepared a socioeconomic model for 50 years' worth of city election data for Chief Deputy Counsel. Edited Mayor's Office releases for content and structure prior to release.

**Bloomberg L.P., Bloomberg Law, New York, NY.**

June-August, 2011

**Sales Intern.** Created a market research-based proposal for a web page targeting law students as a future client base for Bloomberg's legal research service. Secured product demonstrations for sales representatives with potential clients, and aided in said demonstrations.

**Bloomberg L.P., Bloomberg Sports, New York, NY.**

June-August, 2010

**Business Development Intern.** Wrote original content, featured on ESPN.com. Researched and analyzed potential markets for expansion for fantasy sports tools. Created/presented a model for expansion into Chinese and Korean markets, with potential revenues of up to \$10 million.

**Bloomberg For Mayor 2009, New York, NY.**

June-August 2009

**Field Intern.** Organized campaign events such as "NYC Night Out Against Crime." Compiled and analyzed data from door-to-door canvassing reports. Participated in "visibility" campaigns across city.

**Landor Associates, New York, NY.**

June-August, 2008

**Research Intern.** Assisted Director of Corporate Marketing in preparing economic growth model for company through the end of 2010. Researched and presented recommendations to firm's directors on future possibilities for environmentally-themed "green" branding, many of which were adopted.

**NYC-TV, New York, NY.**

June-August, 2007

**Writer/Post-Production Assistant.** Wrote on-air promos for the NYC-TV network. Edited television episodes with Final Cut Pro. Supervised filming of promotional segments.

### SKILLS & INTERESTS

**Writing/Editing Skills:** Experienced in writing/editing **analytical writing**, both qualitative and quantitative...Hired twice by **Oscar-nominated actor** as a personal speechwriter .

**Computer Skills:** Highly proficient in **Windows/Mac OS**, as well as **Microsoft Word, Excel, PowerPoint, Adobe Photoshop, InDesign and Dreamweaver, Final Cut Pro, Tableau** and the **Bloomberg Terminal**. Very familiar with **Ruby, Python, JavaScript, HTML and CSS** languages.