

John Doe

123 John Doe Street | Philadelphia PA 19103
Phone # | Email

EDUCATION

Non-Target – Specific Business School Name	City, State
<i>Bachelor of Science in Business Administration in Finance & Bachelor of Arts in Economics</i> GPA: 3.82/4.0	May 2016

WORK EXPERIENCE

Boutique M&A Shop <i>Investment Banking Summer Analyst</i> <ul style="list-style-type: none">Complete different forms of valuation on prospective and current clientsGather information for market research and industry trends using 451 Research and Capital IQWork on teams to carry out business development projects in the technology sector	City, State (Southeast) May 2013 – Present
Art Gallery <i>Online Sales & Auctions Intern</i> <ul style="list-style-type: none">Monitored and updated online art collection and organized art for upcoming auctionsCreated invoices, drafted certificates of authenticity, communicated with clients and other galleries to buy and sell art	City, State (Northeast) December 2012 – January 2013
Local Synagogue <i>Accounting Intern Upper Office Assistant</i> <ul style="list-style-type: none">Processed membership documents and constructed a database of membership forms by communicating with clients	City, State (Northeast) June 2011 – May 2012
Local Synagogue <i>Teaching Assistant</i>	City, State (Northeast) September 2010 – May 2012
Boys Summer Camp <i>Camp Counselor</i>	City, State (Northeast) June 2010 – August 2010 June 2012 – August 2012

LEADERSHIP & CAMPUS INVOLVEMENT

Student Government Association Senate <i>Business School Senator Academic Council Liaison</i> <ul style="list-style-type: none">Serve as liaison for students, staff, and SGA by holding outreach events and meetings with faculty and administratorsCollaborate with Executive Council to enact legislation and accomplish yearly goalsMaster communication and leadership skills by representing 1200+ business school students, faculty and staff	City, State (Southeast) March 2013 – Present
Networking Event Name <i>Associate Director of Logistics</i> <ul style="list-style-type: none">Complete the logistical work needed to conduct a student-to-student networking eventRecruit professionals to attend the event and guide younger students by giving them career advice	City, State (Southeast) March 2013 – Present
Community Service Org <i>Treasurer</i> <ul style="list-style-type: none">Manage and calculate expenses, allocate funds, replenish accounts, and maintain a budget spreadsheetPrepare and present a budget proposal to SGA outlining the value in our efforts and secure the necessary budget	City, State (Southeast) March 2013 – Present
Medical Trip to Different country <i>Finance Chair</i> <ul style="list-style-type: none">Fundraise \$15,000 for medical/dental supplies and travel funds through campus-wide initiativesResearch funding opportunities and complete grant applications	City, State (Southeast) September 2012 – Present
Political Group <i>Canvasser</i> <ul style="list-style-type: none">Conducted cold calls to collect information from citizens and worked with team to complete marketing campaigns	City, State (Southeast) October 2012 – November 2012

SKILLS, ACTIVITIES & INTERESTS

Skills: Microsoft Word, Excel (Completed Advance Applications of Excel Course), and PowerPoint | Experience with C++
Activities: Social Fraternity | Financial Management Association | Beta Alpha Psi | Academic Standing Committee | XXX Capital Investment Team | Leadership Education and Development (LEAD) Program | College 2 Career Program | Student Orientation Leader
Interests: Computer Construction and Water-cooling