

John Doe

Address

Contact information

EDUCATION

Non-Target University - XXX School of Business

XXX, NY

Bachelor of Science in Finance and Applied Accounting with Economics Minor

May 2016

- **Cumulative GPA:** 3.8 / 4.0
- **Honors:** Finance Scholars Program, XXX Consulting Competition - 1st Place, Dean's List all Semesters
- **Professional Development:** Training the Street - Introduction to Valuation, Wall Street Prep - DCF Modeling

WORK EXPERIENCE

Boutique Investment Bank

New York, NY

Investment Banking Summer Analyst

Date

- Assisted the senior members of the investment banking team and bridge finance group with a variety of assignments
- Aided in the construction of an excel database that compiled valuation research for an iconic leisure facility company
- Created precedent transactions and comparables models for clients using Capital IQ and equity research reports
- Composed a document summarizing the \$150M debt financing opportunity for a chemicals company with \$1B in sales
- Managed communication with a Fortune 100 company, as well as the construction of the Data Room being examined
- Located and compiled lists of appropriate venture capital and private equity investors for several ongoing transactions

Boutique Investment Bank

New York, NY

Investment Banking Analyst Intern

Date

- Assisted the Partners in providing M&A advisory and capital raising services to companies in a wide range of industries
- Built an operating model, DCF model, and comparables model for a New York fast-casual chain with \$40M in revenue
- Helped compose the Confidential Information Memorandum for a leading luxury linens producer with \$20M in revenue
- Analyzed companies' financial statements to compile a list of comparable companies and related precedent transactions
- Conducted sell-side industry due diligence and end-market research on clients and potential investment ideas
- Updated and corrected client's financial models to account for the latest information made available to the firm

Wealth Management Firm

New York, NY

Fall Intern

Date

- Assisted the company President with investment model analytics, data entry, and marketing documents
- Utilized internal programs for marketing initiatives and contacted over 750 partners at top Manhattan law firms
- Compared different portfolios by entering the amount of equity and fixed income allocation into XXX

Major Pharmaceutical Company

XXX, NJ

Quality Control Intern

Date

- Constructed over 50 logbooks that were used by employees in different manufacturing divisions of the company
- Organized and maintained the status of three Document Control Rooms according to XXX Quality Control Standards
- Created an excel database to track the location of the numerous documents extracted from the Document Control Rooms

LEADERSHIP EXPERIENCE

XXX Investment Banking Society

XXX, NY

Executive Board Member & Mentor

January 2014 - Present

- One of five students running an organization recently created to improve XXX placement within the IB industry
- Presenting to an audience of 60+ students about my industry experience and the various valuation methodologies
- Establishing a recruiting process between several boutique investment banks, club members, and top XXX students
- Mentoring student trainees to help them secure investment banking internships and related positions in XXX

SKILLS & INTERESTS

Skills: Capital IQ, Bloomberg Certified in Equity Essentials, Microsoft Office Proficiency

Interests: Tennis (HS Varsity Captain, 1st Team All-State), Basketball (HS Varsity Captain), Snowboarding