

JOHN DOE

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EDUCATION

Large State University – College of Business

Anytown, US

Bachelor of Science in Economics

May 2015

- **Minor:** Business Administration
- **Relevant Coursework:** Business Finance / Managerial Economics / Business Law

WORK EXPERIENCE

Metropolitan Planning Organization (one of the Top 7 Largest MPO's in United States)

Anytown, US

Transportation Programming Intern (Fiscal Management)

January 2015 – Present

- Record modifications in funding and project updates to the Transportation Programming database, which manages \$7.8 billion in transportation project funding over XX counties in the ANYTOWN ANYSTATE region (over 5.6 million people)
- Prepare reports (75-150 each quarter) summarizing updates to project scope and capital allocation in transit projects for use in meetings with senior management and city officials
- Provide analytical support (financial/operational due diligence, reconciliation, etc.) to management
- Create and modify financial models to determine the NPV of projects, ranging from \$100K to \$330M in funding and engineering/construction costs

Large State University, Financial Literacy Dept.

Anytown, US

Student Financial Advisor

August 2014 – January 2015

- Consulted with 150+ students on personal finance issues including monthly budgeting, decreasing expenses, savings, credit management, and other financial affairs
- Analyzed income and expense data obtained from students to establish plans for meeting short/long term financial objectives (students saved \$75-\$300 per month on average after two consultations)
- Communicated the results of financial analysis to students and offered potential solutions for any financial constraints identified (i.e. lowering variable costs, decreasing credit utilization to 20-30%)

Large Suburban Independent School District

Anytown, US

Instructional Assistant

August 2013 – June 2014

- Assisted 25 students daily in the areas of mathematics (geometry, algebra, etc.) and science
- Prepared curriculum that catered to the individual needs of students with reference to age, IQ, and past test scores (designed a hands-on engineering activity to enhance students' critical thinking skills and proficiency in mathematics, which received commendation and was featured at a Large Suburban ISD school board meeting)

ENTREPRENEURSHIP

Bike Transit Service

August 2013

- Generated revenue of \$700-800 per month by creating a bike transportation service to transport Large State Univ. commuter students from long-distance parking lots to various campus locations
- Utilized 40% of profits to cover school-related expenses such as rent, textbooks, and tuition
- Awarded remaining profits (60%) to outstanding high school seniors in the form of a scholarship

SKILLS & INTERESTS

Technical Skills: STATA • Microsoft Access • PeopleSoft Campus Solutions • QuickBooks

Interests: Financial Management, Economic Growth and Urban Development, City/Regional Planning