

My Name

Street. Hometown, State
phone number | email addresss

EDUCATION

Stanford University

Masters in Finance

City, State
2015-2017

- **Relevant Coursework:** Investment Banking, Private Equity, Business Valuation
- **GPA:** 3.6

Rice University

Foreign Language Program-Spanish

City, State
2013

- **Relevant Coursework:** Spanish I, Spanish II, Spanish III
- **GPA:** 3.5

University of Texas

Bachelors in Economics

City, State
2008-2012

- **Relevant Coursework:** Game Theory, Independent Study, Advanced Microeconomics
- **GPA:** 3.2

WORK EXPERIENCE

Fortune 500 Energy Company

City, State

Natural Gas Scheduler

October '13 to Present

- Responsible for nominating and scheduling gas on pipelines XXX & XXX
- Coordinated with Traders to assist in monitor daily variances within nominations and actualizations
- Forecasted for daily movement between transport hubs

Top 3 O&G Major

City, State

Operations Analyst

February '13 to October '13

- Resolved volumetric, contractual, and pricing discrepancies within external and internal business entities.
- Assisted schedulers and traders with operational procedures for the crude oil desk
- Communicated with back office and front office personnel to solve accounting discrepancies

Small Boutique PE Firm(Internship)

City, State

Investment Analyst

May '12 to February '13

- Performed financial models for deals within \$5M-\$40M bracket
- Assisted in investment of an oil and gas merchandise company
- Drafted historical trends and data analysis to assist in due diligence in potential investments

SKILLS & CERTIFICATES

SKILLS: Fluent in French, Spanish, English, Ms Office Suite

CERTIFICATES: Management & Leadership(MIT Sloan School of Management 2019)