

John Stamos

1029 Barnwell Street, Narwol VA
1-(555)-555-5555 | stamos@email.edu

PROFESSIONAL SUMMARY

(Personal statement specifically tailored for the job i'm applying. Still not sure whether to keep this portion of the resume or not)

EDUCATION

University of State School

Bachelor of Science in Business Administration

Narwol, Virginia

Expected Graduation: May 2013

- **Majors:** Marketing, Management
- **Minor:** Economics
- **GPA:** 3.2 / 4.0
- **Relevant Coursework:** Introduction to Financial Accounting, Introduction to Managerial Accounting, Introduction to Finance, Introduction to Macroeconomics, Introduction to Microeconomics, Intermediate Macroeconomic Theory, Intermediate Microeconomic Theory, Issues in Economics, Economics: Money and Banking, Economics of the European Union

University of Spain

- Studied International Business and the Spanish language.

Granada, Spain

January 2012- May 2012

WORK & LEADERSHIP EXPERIENCE

Boutique & Company, Investment Banking

Intern

Narwol, Virginia

January 2013-Present

Operated under senior brokers and advisors analyzing client portfolios and researching market trends.

- Performed portfolio research for clients on a weekly basis.
- Executed various financial projects including work on annuity analysis, REITS and required minimum distributions.
- Arranged cash flow analysis of client portfolios weekly.

Prudential, Financial Management

Intern

Narwol, Virginia

August 2012-January 2013

Led a team of interns to oversee all hiring, and insurance portfolio management in the office.

- Successfully led career presentations as key note speaker.
- Managed up to 50 client insurance portfolios per month.
- Interviewed potential new candidates and delegated their qualifications to superiors directly leading to over 20 second-round interviews.

Hooville, House of Representatives

House Page

Narwol, Virginia

January 2011- December 2011

Performed tasks essential to the House of Representatives Judiciary Committee's daily routine.

- Researched local economic infrastructure to assist house members with policy decisions.
- Integrated new office development processes to assist committee members in research activities.
- Assisted Judiciary Committee chairmen in creating legal reports for house meetings.

Hooville, Senate

Senate Page

Narwol, Virginia

January 2010-May 2010

Responsible for researching plans, outlines, and legislature for senate meetings.

- Created monthly reports for senators detailing economic outlook for the upcoming month.
- Analyzed a variety of financial statements to assist senate members with local policy.
- Wrote research reports to promote committee viewpoints throughout the House of Representatives.

SKILLS, ACTIVITIES & INTERESTS

Languages: Conversational Proficiency in Spanish

Technical Skills: SPSS, Adobe Photoshop

Activities: Investment club, Tappa Keg Fraternity, Hope Foundation charity work, Intramural Sports

Interests: Personal portfolio management, Foreign exchange trading

