

Jenny Doe

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EDUCATION

TARGET University

XX, XXX

Bachelor of Science in (I can't say because school specific)

Finance and Strategy Concentration

Expected May 2018

- **GPA:** 3.55 | **Major GPA:** 3.98
- **Honors:** Dean's List Fall 2015
- **Relevant Coursework:** Financial Accounting, Calculus II, Intermediate Microeconomic Theory, Spreadsheet Modeling, Statistical Theory and Applications, Linear Algebra, Introduction to Python

WORK & LEADERSHIP EXPERIENCE

Local Real Estate Company (Small)

City, Hometown

Property Brokerage and Management Intern

June 2015 – August 2015

- Streamlined presentation of information and analysis to aid in both buying and selling of properties
 - Revamped old offering memorandum templates
 - Helped cut time spent on offering memorandums by creating clean and professional templates, increasing client understanding of information to improve sales
 - Analyzed rental apartment investments for optimized cash flow
 - Used building income statements and other data to evaluate the quality of the investment (through use of numbers such as CAP Rate, Cash on Cash Return, Gross Rental Yield)
 - Created Lease Agreement and Addendum templates
 - Constructed and edited agreements with careful attention to detail to facilitate complete understanding between tenant and landlord
- Volunteered for extra tasks such as designing business cards and editing office documents

My University

City, State

Service Center Receptionist

February 2015 – Present

- Managed service center on full time staffs' off-hours, multitasking by handling service center's front and back desk operations (incoming calls, sorting and distributing packages)
- Complimented regularly for attention to customer service and built reputation for handling student and visitor complaints and problems with efficiency

University Economics Society

City, State

Vice President of Technology

April 2015 – Present

- Managed all membership using Lyris application; in charge of updating website and online media
- Reinvigorated program through recruitment of 30+ members and funding through bake sales
- Organized speaker/alumni events, meet and greets, and general events to help students navigate pre-business/pre-economic coursework (Economics Week, various networking opportunities, seminars)

SKILLS, ACTIVITIES & INTERESTS

Languages: Conversational Proficiency in Mandarin

Technical Skills: Elementary Python

Activities: XXX Sorority, Society of Women in Business, International Business Association

Interests: Painting, Cooking, Writing Yelp reviews, Creating Spotify playlists