

# Consulting Hopeful

Address • City, State Zip Code • Phone Number • Email

## EDUCATION

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### Semi Target School, College Town

May 2018

Bachelors in Business Administration in Business Honors and Finance

Major GPA: 3.75, Cumulative GPA: 3.61

## WORK EXPERIENCE

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### Big 4 Firm, Major City

June 2016 - July 2016

Intern

- Conducted research on Fortune 500 company to identify where the firm could expand their tax services and developed agenda for planning meeting with partners
- Compiled dataset of over 3000 employees within the region to a report for use by head advisory partner
- Tested IT control systems and analyzed risk control matrix to assure SOX compliance for internal audit client
- Rotated through the audit, tax, advisory and HR service lines and gained experience in every aspect of the firm

### Business School Office of the Dean, University

September 2015 - Present

Student Worker

- Coordinate with dean's assistant in projects beneficial to the dean
- Oversee the front desk of the office by managing incoming calls and assisting guest

## LEADERSHIP

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### Large Student Organization, University

September 2015 - Present

Executive Director, Committee

- Enhanced application process and meeting structure to increase diversity and maximize member development
- Pioneered a new system of delegation to maximize member involvement and leadership development
- Oversee committee of 3 directors and 15 members in developing programs on campus
- Allocate and manage budget of over \$5,000 for programming and member development

### Student Government, University

September 2015 - Present

Research and Development Specialist, Commission

- Compile higher education diversity based research in order to respond to diversity and inclusion incidents and trends
- Establish new organizational leadership structure to increase ability and increase impact
- Develop educational modules of compiled research to present to students and organizations
- Facilitate communication, generate awareness, and emphasize importance of diversity issues on campus

### Large Student Organization, University

September 2015 - May 2016

Event Leadership Team

- Plan and execute annual class event, to unite the class and raise over \$4,000 for class gift
- Coordinated marketing efforts through social media outlets resulting in a 30% increase in class participation
- Contracted and scheduled entertainment and food for the event

### Orientation Camp, University

January 2015 - Present

Counselor

- Plan and organize freshmen extended orientation camp to assist in their transition to college
- Facilitate a discussion group of freshmen throughout the year to serve as a resource for academic and social support during their college transition

## VOLUNTEER WORK

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### Local Church, College Town

October 2014 - Present

Volunteer

- Mentor a class of underprivileged children to serve as a support system and catalyst to their development
- Serve approximately 40 hours per semester

## SKILLS

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Proficient in HTML, Java and C plus, Microsoft Office Access, Excel, and PowerPoint