

Fisrt Last

14 name Court, town, NY, zip
Phone number | Email@yahoo.com

EDUCATION

State University School of Economics and Business

Town, NY

Bachelor of Science in Economics with a concentration in Finance

May 2015

- **GPA:** 3.1/ 4.0
- **Relevant Coursework:** Principles of Micro/Macro Economics, Intermediate Microeconomics, Financial/Managerial Accounting, Corporation Finance, Statistics, Intro to Spreadsheet Applications

WORK & LEADERSHIP EXPERIENCE

John doe Financial Services

Town, NY

Global Wealth Management Team, Intern

Dec 2013 – Jan 2014

- Gained exposure and understanding to the diverse facets of financial planning, including investments, banking, and retirement planning
- Conducted extensive research on potential investment mutual funds using index benchmarks
 - Analyzed gathered information and Recommended mutual funds to senior advisors
- Supported staff with the creation of Client presentations using PowerPoint and Excel driven models
- Aided with the handling of client inquiries while maintaining and building strong client relationships
- Took part in weekly staff meetings to review new products and investment vehicles

John doe Builders

Town, NY

Bookkeeper intern

May 2012 – Aug 2012

- Oversaw the acquisition of three investment properties and the liquidation of two properties
- Responsible for processing paperwork for the company's business transactions
 - Generated and income statements, balance sheets, and cash flows
- Performed general accounting duties while preparing, controlling, balancing, and checking various accounts using standard bookkeeping methods
 - Daily accounts included accounts payable, accounts receivable, payroll, and general ledger

School Men's Rugby Football Club

Town, NY

Founding Father

2012– present

- Overcame the difficulty of starting a club sport including finding advisors, sponsors, and coaches
- Recruited over twenty-five members to the club with various promotional campaigns
- Raised over two hundred dollars through sponsorship promotions and fundraising
- Organized conferences, speaker events, and community service events
 - Proved to be a beneficial club to both the community and school

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in English; basic Proficiency in Spanish including reading, writing, and speaking

Technical Skills: experienced in SPSS, Microsoft office

Certifications & Training: Bloomberg Terminals certified

Activities: Finance Club, Economics Club, Rugby Club, Golf Club, Young Republicans Club, and Phonathon Club

Interests: boating, deep-sea fishing, ice/roller hockey blog posting, community service, reading, creative writing

