

John Smith

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SUMMARY OF QUALIFACTIONS:

- Achieved an average of “A” in all upper year finance courses taken in U of ABC.
- Proficient in Microsoft Application, Capital IQ, Advance MS Excel (Finance Modeling), Bloomberg Professional Service program.
- Proficient in using VBA/Excel Model on simulated trading through the course ABCD111 (Financial Modeling and Trading Strategies)
- Communication skills developed through working at “Restaurant” from customer service
- Developed good analytical and conceptual thinking in the area of business from achieving Academic achievement award in ADEB11 (Organization Behavior)

EDUCATION:

- University of ABC September 2009- May 2013
Bachelor of Business Administration, Management (Finance) – Distinction
 - **Major (Finance) GPA: 3.73/4.0**
 - Relevant courses: *Risk Management, Merger & Acquisition, Investment, International Finance, Finance Modeling & Trading Strategies, Corporate Finance.*
 - *4th year Honour Roll*
- Pursuing CFA designation – CFA level 1 Candidate

WORK EXPERIENCE:

Teachers Assistant (U of A) –Introduction to Derivatives Markets January 2013 – May 2013

- Effectively communicate and interpret student’s difficulties over the topic of Derivatives: Future/Forward Contracts, Vanilla Swaps, Options/Exotic Options and etc.
- Invigilated and marked midterm & final exams for ABC11.

Research Assistant (U of ABC):

August 2012 – November 2012

- Assist Professor in conducting research studies on related networking events
- Provide research support by inputting data and analyzing data.

Restaurant XX – Order filler; Bob Smith; ABC

January2010-September2011

- Organized and strengthened the cash collection process to increase accuracy
- Interpreted all customer complaints in order to maintain a high level of service

EXTRACURRICULAR EXPERIENCE & VOLUNTEER EXPERIENCE

Volunteer: Tridel’s assistant to the Management team

May 2010- June 2011

- Provide manager and supervisor clerical support regarding telephone calls, taking messages and organizing files.
- Compute and record data entries, letters, files from manager’s request.

General Member: Investment Society

September 2009-April2013

- Analyzed numerous case studies to identify problems and devise appropriate solutions
- Effectively explained several perspectives to the case study in order to promote the best solution to the case study

Volunteer: ABC – Camp committee member (set-up coordinator)

May 2011- August 2011

- Developed leadership skills from coordinating and directing activities in camp
- Actively participated in committee planning and generated creative ideas for games and events

References available upon request