

# George Smith

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## SUMMARY OF QUALIFICATIONS:

- 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 Essential Certified.
- Proficient in using VBA/Excel Model on simulated trading through the course MGTD77 (Financial Modeling and Trading Strategies)
- Communication skills developed through working at “X1” from customer service
- Developed good analytical and conceptual thinking in the area of business from achieving Academic achievement award in BOH4M1 (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.*
  - *4<sup>th</sup> year Dean’s List*
- Pursuing CFA designation – CFA level 1 Candidate

## WORK EXPERIENCE:

- Teachers Assistant (U of ABC) –Introduction to Derivatives Markets** January 2013 – May 2013
- Effectively communicated and interpreted student’s difficulties over the topic of: Future/Forward Contracts, Vanilla Swaps, Options/Exotic Options and etc.
  - Invigilated and marked midterm & final exams for CCC111.
- Research Assistant (U ofABC):** August 2012 – November 2012
- Prepared and conducted research studies on networking events and liaised between participants, management department and co-workers.
  - Performed research support through data input and analyzed data.
- X1 – Order filler;** George, where 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:** Real Estate A’s assistant to the Management team May 2010- June 2011
- Provided manager and supervisor clerical support regarding telephone calls, taking messages and organizing files.
  - Computed and recorded data entries, letters, and 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:** VBD – Camp committee member (set-up coordinator) August 2010- 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*