

First Last

Address State 12345

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Accomplished, achievement-driven and results-oriented recent Business graduate perusing a career in Corporate Finance, Investment Banking, Investment Management or a related field. .

SUMMARY OF QUALIFICATIONS

- Ability to analyze raw data and convert into useful information that is concise and presentable for decision making
- Ability to work in a high pressure environment while still maintaining quality of output in a timely manner
- Led multiple projects overseeing other employees as well as managing the interns
- Strong communications skills; ability to articulate solutions and instructions through various channels
- Effective problem solving skills; the ability to work the problem and find a suitable solution

PROFESSIONAL EXPERIENCE

XYZ, City, State May 2015–Present

Financial Analyst

- Perform detailed client audits to identify revenue recovery and cost saving opportunities
- Analyze business drivers and determine root cause for revenue leakage
- Analyze cross functional quote-to-bill and network-to-bill process'
- Report operational data, creating and monitoring business metrics

AIS, LLC, City, State June 2014–April 2015

Store Manager

- Maintaining an optimal level of inventory for all products based on yearly life cycle
- Updating and conducting maintenance on all computer systems thorough store
- Interact with various sales representatives to insure appropriate purchases at competitive prices
- Successfully managed employees as well as creating work schedules and managing payroll

XYZ, Investment Consultants, City, State April 2014–June 2014

Investment Analyst

- Part of Investment Committee: team of analysts who evaluate investment philosophy and prospective strategies
- Analyze equity and fixed income funds for discretionary accounts over \$80million
- Advised clients on diversification techniques and optimal portfolio structures
- Created weekly, quarterly and annual statements for clientele regarding current position analysis and outlook

XYZ, City, State December 2013–April 2014

Hedge Fund Analyst Intern

- Designed and tested range of options strategies including collars, credit/debit spreads etc.
- Examined methods for obtaining zero-cost insurance within defined risk portfolios
- Regression testing on option strategies
- Research on new option strategies for IPS white paper

XYZ, City, State January 2013–May 2013

Investment Banking Analyst Intern

- Analyze potential projects: IRR validity, management oversight and hedging strategy analysis
- Assist in research for Galt's Gulch: Bringing the Asset Management Industry to State
- Work alongside senior analyst and determine new specialty finance candidates
- Assist in the creation of new investor decks for MSF funds

EDUCATION

UNIVERSITY OF STATE AT City-Name School of Business 2013

Bachelor of Science in Business Administration with an emphasis in *Finance*
Finance GPA 3.1