

Name

Address

(555) 123-4567 email@gmail.com

Education

Non-target School

Candidate for Bachelor of Science Degree in Business Administration

Massachusetts

December 2020

Concentrations: Finance & Management

GPA: 3.41

Activities: Finance and Investment Club and Mentor Collective Program

Relevant Courses: Alternative Investments, Investments, Financial Management, Managerial Accounting, and Financial Accounting

London School of Economics and Political Science

London, UK

Relevant Courses: Macroeconomics and Intro to Marketing

August 2017

International University

Semester Study Abroad

Europe

December 2016

Relevant Courses: Intro to Microeconomics, Calculus for Business, and College Writing

International High School

South America

International Bachelor Diploma Program

June 2016

Leadership: House Vice-Captain

Experience

Boutique Broke

London, UK

Equity Research Intern

June 2019 – August 2019

- Drafted asset summaries for the coverage notes of two small-cap companies in the oil and gas sector
- Performed a detailed research on the countries where xxx's clients have operations
- Assisted with the creation of two DCF models used to value companies

Small Asset Manager

Boston, MA

Regulatory Compliance Intern Associate

July 2018 – December 2018

- Ensured that xxx's trading records were accurate through performance and/or verification of daily integrity checks
- Evaluated the compliance system results daily and coordinated appropriate responses
- Responded to requests by third parties regarding xxx's holdings by providing updated information via email
- Performed ad hoc tasks to meet compliance obligations required by National and Foreign financial regulators

Construction Company

South America

Lean Consultant

May 2017 – June 2017

- Utilized the Lean Construction model to identify and solve issues related to the productivity of the company
- Analyzed waste-related data by comparing the budgeted resources against the actual amount
- Traveled to the site and observed operations to identify inefficiencies
- Provided insightful findings to management through final presentation and offered possible solutions

NPO

Europe

Tutor

September 2016 – December 2016

- Taught senior citizens how to use their mobile phones and personal computers through hands-on demonstration
 - Adaptively created lesson plans tailored to different skill levels
 - Performed in-depth research on all equipment used at the organization to improve the quality of the lessons
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Skills and Interests

Computer Skills: Proficient in MS Word, MS PowerPoint, and MS Excel; Familiar with MS Access, Fidessa, and SQL

Certifications: Bloomberg Market Concepts

Languages: Fluent in Spanish, basic knowledge of Italian

Interests: Soccer, Golf, Bass, and Piano