

John Doe

Address, Ireland
Phone 123456789 • E-mail: student@stateuniversity.edu

EDUCATION

State University (2013– 2015)

- Bachelor of Arts;- Graduated May, 2015
 - Major: *Political Science*
 - Major GPA: 3.7
 - Concentration in International Relations; significant course loads in business managements also undertaken
 - *Dean's List, Fall 2014; Spring 2015*
 - *Nominated and accepted for presentation of research at State University Research Conference, April 2015*
- Specialized Coursework:
 - Computer Information Systems of Business
 - International Business
 - International Political Economy & Political Economy of Global Markets
 - Managerial & Financial Accounting

EXPERIENCE

Co-operative Assistant: *Big Four Firm* Dublin, Ireland

[March 2016–Present]

- Worked as an auditor in Big Four Firm's International and Domestic Business market group; clients range from small boutique firms, to multi-billion dollar multinationals
- Participated in all parts of a financial audit; developed a thorough understanding of financial statements, internal controls, and company operations
- Received associate training in external audit, money laundering prevention, and

Intern/ Consultant: *Software Company* Telecommute

[August 2015–October 2015]

- Managed the company's social media presence
- Developed a 'competitive matrix' using data on competition software to inform the strategic decisions of the CEO
- Performed extensive research on competition software and the competitive environment

Research Assistant: *Non-Governmental Organization* Large City, USA

[December 2014–August 2015]

- Managed a large body of data and research for the Country Index Tool*redacted*; a tool that allows for macro comparison of country performance across variables of governance, economics, operations and societal outcomes
- Mined data for the Country Index** from a wide variety of governmental and intergovernmental sources
- Managed a team of 6 researchers and programmers tasked with mining all data for the index and subsequently creating and managing the visual tool.
- Organized and managed several large events for the NGO; often included finding suitable venues and arranging for key speakers from governments and large businesses or organizations
- Served as moderator for a briefing focusing on the Large City *Insert industry here** Industry with over 200 attendees present

Club Secretary: *Sports Club* Large City, USA

[2012– May 2015]

Research Assistant: *College, Psychology Department* Small City, USA

[2011– 2013]

Software Proficiencies

- All Microsoft Office Products; Strong Proficiency in Excel
- Strong IT skills; trained in Aura audit software, and Lotus Notes