

John Doe

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123 45th St NE

City, State Zip

(123) 456-7890

EDUCATION

Top 20 School – ZZZZZ School of Business

Bachelor of Arts in Business Administration; Finance Major

City, State

Expected June 2018

- Major GPA: 3.8/4.0 Cumulative GPA: 3.7/4.0
- Study Abroad Program: Al Akhawayn University— Ifrane, Morocco

Expected September 2017

EXPERIENCE

F500 Tech Company—Global Financial Planning & Analysis

City, State

FP&A Summer Analyst

June 2017—Present

- Forecast performance for F500 Company brands that project trends for upcoming quarters and consolidate into Monthly Business Review decks that aid leadership in making business decisions
- Produce Weekly Reports using Hyperion Essbase diagnosing the financial health of Global F500 Company and offer insightful commentary on trends in F500 Company brand performance
- Analyze variances in key metrics of up to \$2 million as ad hoc projects for senior management under tight deadlines using Oracle Smart View via Excel

ZZZZZ School of Business—Finance & Business Economics Department

City, State

Undergraduate Researcher

November 2016—March 2017

- Reviewed and analyzed academic peer-reviewed journals to identify the role of credit rating agencies in the Financial Crisis of 2007 and criticisms of their efficacy in the current marketplace
- Collected sources from University Library Databases that culminated into a 12 page research paper that will ultimately produce mini-cases to be used in undergraduate Managerial Economics courses

Top 10 Public Utilities District—Energy Efficiency Department

City, State

Data Analyst Intern

Summer 2016

- Analyzed District budget portfolios, creating interactive Excel charts for over \$5 million worth of projects and kWh savings that aided Program Managers track budgets
- Tracked consumer analytics, condensing over 10,000 data entries into concise spreadsheets that analyzed changes in consumer behavior in the energy efficiency market
- Led a team of 3 other interns in researching energy efficiency programs and websites at utilities across the country to inform design of new programs and customer communication channels

LEADERSHIP

Top 20 School Startup Club

City, State

Director of Finance

March 2017—Present

- Manage Startup Club's \$5,000 annual budget dedicated to empowering all entrepreneurs in the Top 20 School by hosting industry nights and startup competitions
- Create accurate quarterly balance sheets to be presented to the Associate Dean

Senior Class Gift Committee

City, State

Chair Member

June 2017—Present

- Chosen as one of 10 impactful and involved students within the ZZZZ Business School to lead the 2018 Senior Gift Committee
- Create modes of message delivery, measures of success, and promotional materials to cultivate a spirit of philanthropy in the Class of 2018

