

JOHN DOE

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EDUCATION

Top 60 MBA Program

Masters of Business Administration: Finance Concentration

Overall GPA: 3.90/4.00; Concentration GPA 4.00/4.00

XX, XX

Class of 2017

Non-Target SEC School

Bachelors of Business Administration in Management; Marketing Minor

Overall GPA: 3.74/4.00; Major GPA 3.90/4.00

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May 2015

Work Experience

Consulting Intern

Litigation Consulting Firm

- Performed discovery research that was leveraged by senior consultants and principals to solidify the firm's expert testimony in litigation cases
- Assisted in the construction of valuation models using Discount Cash Flow & Market Based methods which allowed the lead consultants to form approaches for client reports
- Reviewed financial models on assigned cases which resulted in strengthening a solvency dispute case by finding a \$300k discrepancy

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June 2016 – July 2016

Advertising Sales Representative

Student Newspaper, University

- Awarded *Advertising Representative of the Year* by closing over \$25k in annual sales
- Managed territory of over 100 businesses by making daily visits and calls to new prospects and renewal accounts
- Designed advertisements for clients by using Adobe Photoshop & InDesign which often resulted in renewal of first-time clients

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August 2014 – May 2015

Sales Intern

Office and IT Solutions Company

- Researched and prepared consultations for prospects & customers regarding file management and IT services
- Operated SAP CRM software to retrieve and edit prospect & customer information
- Completed a utilization analysis for the branch's largest client which reduced under-utilized network copiers for the client by 50%

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May 2014 – August 2014

Leadership

Treasurer/Executive Council Member

Student Government Association, University

- Generated and implemented \$320k budget for over 100 student activities and initiatives on campus
- Facilitated eleven-member student team in the successful fundraising and installation of a \$50k class gift to the university
- Created new compliance procedures for the 600-member organization which resulted in a more efficient budget and higher quality line of communication with university administration

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March 2014 – February 2015

Treasurer/Vice President

Social Fraternity, University

- Oversaw collection, maintenance, and allocation of \$150k operating budget
- Modeled an incoming revenue forecast using organization's historical data to account for unpaid accounts receivable which helped alleviate an initial debt of over \$6k
- Coordinated recruitment for the organization which resulted in a 75% growth in chapter size from the previous year

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November 2012 – October 2013

Additional

- **Association of Certified Fraud Examiners (ACFE) State Chapter, Student Member**
- **Graduate Assistant, Graduate School Career Center**
- **2015 Greek Man of the Year Recipient, University**
- **Skills:** Advanced in Excel & PowerPoint; Experienced in SQL, SAP, Access, Minitab, & VBA
- **Interests:** National Basketball Association, Major League Baseball, Podcasts, Mobile App Development, Tennis