

(Name)

(Address) | (Cell) | (Email)

EDUCATION

New York University, Leonard N. Stern School of Business

New York, NY

B.S. Finance, Computer Science

Expected May 2015

- **GPA:** 3.5 / 4.0
- **Honors:** Dean's list
- **Relevant Coursework:** Foundations of Finance, Corporate Finance, Financial Statement Analysis

WORK & LEADERSHIP EXPERIENCE

(Company 1)

New York, NY

Intern

September 2013 – Present

- Briefed the day's market overview to superiors after reading various business newspapers in order to help assess market conditions
- Provided analysis on IPOs, secondaries, and other stocks of interest
- Maintained financial books up to date using Quicken and Profit/Loss software

NYU Courant Institute of Mathematical Sciences

New York, NY

Grader

September 2013 – Present

- Graded assignments in Python language for Introduction to Computers and Programming course at NYU

(Company 2)

New York, NY

Business Development Intern

September 2012 – December 2012

- Placed sales calls to increase client base
- Increased office sales call output by conducting research on specific industries and firms
- Prepared for informational meetings with clients by producing brochures
- Contributed to focus on sales by assuming assistance duties such as cashing checks, printing, and mailing

(Company 3)

Daejeon, South Korea

Intern

July 2012

- Successfully promoted (Company)'s new credit card offering to visiting and interested customers by giving out brochures, explaining benefits, and recommending products
- Assisted currency exchange duties by keeping track of currency reserve
- Effectively organized more than ten years' worth of exchange and transfer transaction documents

(Company 4)

Daejeon, South Korea

Office Assistant

June 2011 – July 2011

- Improved work environment by filing work documents and mail in a highly organized fashion
- Learned the basic principles of real estate development and familiarized self with South Korean real estate laws

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in English and Korean

Technical Skills: Python, Java, HTML, Adobe InDesign

Activities: Stern Undergraduate Women in Business, Stern Finance Society, Stern Professional Development Society, NYU Program Board

Interests: Flute playing for 12 years, guitar and ukulele playing, concertgoing, portrait drawing, swimming