

Name

Street Address • City, State Zip Code • email@university.edu • (123)-456-7890

EDUCATION

Non - Target Business School

December 2019

Bachelor of Science in Business / Finance Major, Accounting and Business Analytics Minors

- **GPA:** 3.81
- **HONORS:** Dean's List
- **ACT:** 31, Math: 35

December 2016 – May 2017

WORK EXPERIENCE

Foresters Financial, Financial Services Intern

May 2017 – Present

- Completed intern and sales training classes to compile knowledge of tools used to provide solutions to clients
- Analyzed company portfolios to learn about different investment strategies given the risk circumstances
- Applied concepts taught in training classes and conduct research using company tools to perform a financial plan for hypothetical client with net worth of \$500,000

TCF Bank, Relationship Banker

February 2017 – June 2017

- Initiated transactions to help customers reach financial goals by utilizing Salesforce applications, while ensuring the continuation of meeting branch sale goals.
- Assisted managers in recording daily general ledger adjustments to stay in accordance with government audits
- Utilized record keeping systems to create a more efficient process to achieve customer satisfaction

Hillel, Data Analyst Intern

February 2017 – May 2017

- Consolidated spreadsheets of donor data for 1,300 constituents to establish efficient fundraising programs
- Analyzed and interpret the data in the database to provide reports for Executive Director at Minnesota Hillel for improved understanding of the impact the organization has on the students on campus
- Developed and initiate more efficient data collection procedures in the software *Little Green Light*

LEADERSHIP EXPERIENCE

Finance Club, Head of Audit Operations

November 2016 – Present

- Managed 15 teams of volunteers to assist student organizations involved in annual University audits
- Oversaw \$580,000 of Student Service fees for 20 student organizations and 45 team members
- Educated team members and clients on constructing ledgers and budgets to produce systematic financial control of student organizations on campus

University of Non - Target school, Community Advisor

August 2017 – Present

- Responsible for building a safe and inclusive learning community with a core objective of facilitating residential education
- Maintained connections with 50 residents and guide them to success in their first year at college

SKILLS, ACTIVITIES & ACCOMPLISHMENTS

Languages: Hebrew (Native Language) and Russian

Technical Skills: Salesforce, Constant Contact, and Little Green Light

Activities: Investment Cub, Finance Club, Forex Currency Club, Sigma Alpha Mu Fraternity, Treasurer of Chabad, and Swim Club

Accomplishments: Bentson Academic Scholar, Rothschild Scholar, and All-American Swimmer