

Peter Sample

XXX Xth Ave, New York, NY XXXXX; Cell: XXX XXX-XXXX; E-mail: peter_sample@sample.com

EDUCATION

- BSc in Business Administration**, European School of Economics, New York, US Sep. '14-present
•Specialization in Finance, Scholarship granted, School and Class Representative,
•Relevant Courses: Quantitative Finance, Economics, Accounting and Finance, Management, GPA 4.0
- Banking Certificate in Finance**, CYP in Banking and Finance, Zurich, CH Aug. '09-Aug. '12
•Relevant Courses: Retail Banking, Mortgages, Asset Management, Investment Banking
- Higher Level International Baccalaureate**, Handelskaufschule (HKV), Basel, CH Aug. '09-Aug. '12
•Relevant Courses: Economics, Accounting, Law, Maths, Finance
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WORK EXPERIENCE

UBS

- Client Advisor**, Management Customer Service Center, Lugano, CH Feb. '13-Sep. '14
•Assisted MD with managing customer call center team, controlled service level and trained employees in improving customer service skills
•Helped team increase sales from 5% to 7%, achieved service level of 80%, reduced after call time
- Client Advisor**, UBS Stock Exchange Support (Investment Banking), Zurich, CH Aug. '12-Feb. '13
•Acted as liaison between investment banking and wealth management clients, assisted clients with questions related to equities, funds and structured products
•Executed equities and structured products orders
- Client Advisor**, Corporate Banking (Small and Mid Caps), Basel, CH Feb. '11-Aug. '12
•Consulted clients regarding cash management and international transactions, performed financial analysis of business plans and financial statements
•Collaborated with trade finance, fx and leasing departments and increased company's client portfolio
- Junior Client Advisor**, Ultra High Net Worth Wealth Management, Paris, FR Aug. '11-Feb. '11
•Consulted high net worth clients regarding their longterm investment decisions, assessed clients risk tolerance and recommended solutions in order to meet client's investment goals
- Junior Client Advisor**, Asset Management, Basel, CH Aug. '10-Aug. '11
•Analyzed clients financial standing, assessed eligibility and valued mortgages
•Consulted clients with short and longterm asset solutions, including various funds
- Data Analyst**, Travel Management, Zurich, CH Feb. '10-Aug. '10
•Collaborated and communicated with international clients, researched and analyzed data and information, created mathematic reports
- Junior Client Advisor**, Retail Banking, Frick, CH Aug. '09-Feb. '10
•Acquired new clients and established longterm relationships, consulted in cash management and savings
•Analyzed market conditions on a macro and micro level to create new business opportunities
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PROFESSIONAL AND VOLUNTEER ORGANIZATIONS

- Organizer and Head Delegate**, ESE National Model United Nations New York Jan. '15-present
•Organized and coached extracurricular preparation course, lead and managed delegation of Singapore
- CFO and member**, Project Myanmar, Charity Jul. '14-present
•Created and managed equity portfolio for long term investment, pitched results to executive committee
- Co-Founder and member**, E-Buster, Stock Forum Apr. '13-present
•Accomplished rising CHF 10m of member assets, lead structured products and formation section
- Deputy Quartermaster Sergeant and Executive Accountant**, Swiss Armed Forces Oct. '13-Apr. '14
•Command and organized up to 200 soldiers, leadership, interpersonal skills, accounting

LANGUAGES:

Native in German, English and Swiss German; Fluent in French and Italian

IT SKILLS:

Proficient in Microsoft Office (Word, Excel, Access, PowerPoint); Intermediate in Adobe, Linux, HTML, Bloomberg, Salesforce; Basic in Ninjatrader, Metatrader