
Jxxxx XXXXXX

xxxxxxx, CA xxxxxx ♦ C: xxxxx xxxxxxxxx

PROFESSIONAL SUMMARY

Polished analyst in blah blah blah blah

EDUCATION

Bachelor of Arts: Economics, 08/2015-12/2017

xxxxxUniversity xxxxxxx, CA

Topics in Financial Economics, Market and Data Analysis, Economic Development, Business Management, CEO Case Studies,

Extracurricular: xxxxxx University Investment Group '15-'17, Young Americans for Liberty '16-'17, Rotaract Club '15, Chapman Rep's '15-'17

Economics, 08/2012-05/2014

Hillsdale College - Hillsdale, MI

Coursework and Topics in Statistics, Accounting, Calculus, Computer Programming, Physics, Law, Mathematics

Awards and Extracurricular: Captain & Treasurer of HC Rugby Team '12-'14, Golf Club '12-'14, 1st Place in Entrepreneurial Pitch Competition Spring '13

SKILLS

- Expert in Excel, spreadsheets, formulas, linking
- Pivot Tables
- Strong logical analysis
- Strong problem solving skills
- Ability to communicate effectively, verbal/written
- Adjust priorities
- Excellent analytical skills
- Collaborative
- Develop and maintain working relationships
- Microsoft Office
- Managing time wisely
- Developing businessrelationships

EXPERIENCE

Assistant Project Manager, 05/2014 to 03/2018

XXXXXX Inc. - XXXXXXX, CA

- Coordinate project activities and work cross-functionally with vendors, contractors, supervisors and project managers on residential and commercial real estate construction projects to adjust to dynamic time tables and workflows.
- Draft bidding proposals, maintain budgets, placing purchase orders to vendors to ensure timely product shipments, performing pricing analysis, and managing receipt of goods and utilize datasets in MS Excel for analysis of transactions and inventory flow.

Investment Analyst - Technology, 08/2015 to 05/2017

xxxxxxxxx University Investment Group - xxxxxxxxxx, CA -Unpaid Position

- Influenced CUIG members to buy Facebook around \$100 in Nov. 2015 after financial modeling, analysis, and forecasting, accomplished by leading team's presentations and written reports at group meetings. Held stock around \$150 at departure, resulting in unrealized returns close to 50%. Analyzed proposals and financial models by other sector groups.
- Collaborated with sector team on market trend research and in-depth quantitative analysis of financial results from Bloomberg and Microsoft Excel data, consulting a buy proposal of Amazon in Nov 2016 and Blackberry in April 2017.

Head of Operations, 09/2015 to 10/2016

xxxxxxx Inc. - xxxxxx, CA

- Through market research, expanded business plans of technology start-up venture, facilitating impact of a 300% increase to product lines and market strategies in multiple cities, allowing company in initial seed funding stages to develop innovative solutions to finance its operations and increase valuation.
- Researched key business issues, directed the collecting and analyzing of quantitative and qualitative metrics, improved oversight of contractors and business partnerships, synthesized analysis and identified key findings in meetings, and created implementation plans that improved product development, ensuring completion of projects.
- Planned and facilitated meetings, partnered cross-functionally all levels of management and provided leadership to project teams, translating needs, issues, and ideas into effective strategies for product management.
- Prepared formal presentations for investors, clients and various senior level audiences; networked and achieved strategic alliances with investors, event coordinators, promoters, venues, and technology company partnerships; resolved issues of strategic importance that expanded app functionality and increased user value.
- Handled contract negotiations and legal work, influentially negotiated in meetings and partner talks that increased company's investments, developed presentations at networking events, and ensured implementation of company mission from the ground up.

Writing Tutor and Freelance Business Writer, 01/2012 to 05/2017

xxxxxx Services - xxxxxxx, CA

- Improved students' written communication skills and critical thinking skills at multiple universities and community colleges.
- Established business writing coaching services within Chapman University Launch Labs incubator to work with diverse group of students and entrepreneurs in finishing their projects, including social media, presentations, training materials, and websites.

Associate, 08/2015 to 02/2017

In N Out Burger - xxxxxx, CA

- Provided superior customer service in a fast-paced environment that required strong work ethic, assisted store managers with supply shortages and communications between stores when complex problems needed solutions.

Manager, 08/2012 to 05/2014

xxxxxxx Inc. /xxxxxxx Cafe- Hillsdale, MI

- Led process improvements, quality control, and management of staff, conducting performance reviews and training, and created inventory system in Microsoft Office to manage inventory flow, reducing waste and theft of stock by 50%. Directed team members with efficient operational procedures to prioritize daily work flow and ensure seamless execution of company services.

