

FIRST LAST

New York, NY | P: +44 123456789 | first.last@resumeworded.com

EDUCATION

RESUME WORDED UNIVERSITY

Bachelor of Business

Major in Finance; Minors in Analytics and Management

Cumulative GPA: 3.93/4.0; Dean's List 2015-2016

Relevant Coursework: Data Analysis, Software Engineering; Operating Systems; Algorithms; Artificial Intelligence

Boston, MA

Expected May 2022

LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Study Abroad Program in International Business and Globalization

New York, NY

Jul 2018 - Jul 2019

WORK EXPERIENCE

RESUME WORDED & CO. (8 employees venture-backed recruitment startup)

Entry Level/Junior Financial Analyst Intern

New York, NY

Jun 2021 – Sep 2021

- Conducted marketing research for both buy-side and sell-side resulting in 15 strong leads.
- Assisted with in-depth small business valuations which increased value by \$200,000.
- Generated 10+ new clients through cold calling, which has led to the closing of a six-figure acquisition.

GROWTHSI

Financial Analyst Intern

New York, NY

Jun 2020 – Sep 2020

- Managed central office expenses distribution for two local offices by finalizing income statements for the past two years.
- Improved vendor information management process, increasing efficiency by 10% and strengthening vendor relationships.

VOLUNTEERING & UNIVERSITY PROJECTS

COMMUNITY PROJECT

Feb 2020

- Through analysis, created recommendations to improve operations by 5% through business meetings and the use of Microsoft Powerpoint.
- Analyzed and reviewed database to ensure proper numbers through auditing increasing accuracy by 15%; transformed into new SPRING database.

FINANCE PROJECT

Jan 2020

- Created weekly revenue reporting and insights while developing dashboards with key performance indicators and tools to drive incremental revenue. Presented findings to a class of 20 students using Powerpoint.

ACTIVITIES

RESUME WORDED FINANCE SOCIETY

Head of Events

Boston, MA

Sep 2020 – Present

- Founded the first-ever Business Series to organize finance training for 400+ students.
- Organized and advertised 15+ quarterly networking events with 350+ participants in 3 universities in Boston.

RWU TENNIS SOCIETY

Committee Member

Boston, MA

Jan 2020 – Present

- Managed the launch of a new booking system to improve the organization of 10+ events; the system now used across the university.

ADDITIONAL

Technical Skills: Software Development Life Cycle (SDLC), Capital IQ, SQL, SAP, Python, Microsoft Office Suite

Languages: Fluent in French, English; Conversational Proficiency in Italian, German

Certifications & Training: Online Course in Project Management (Coursera), Passed Resume Worded examinations