

JOHN SMITH

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City, State 00000

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RECENT HONOURS GRADUATE: Business Economics

~ Concentration: Financial Analysis ~

Skilled recent graduate with an *Honours Bachelor of Arts degree in Business Economics* seeking an *Entry Level* position in the financial services industry where I can utilize my extensive experience with *distinct math, statistical analysis and research skills*. In-depth knowledge of *financial analysis, stock price fluctuations* and keen ability to *identify key economic trends*. Highly qualified in service-based positions requiring an emphasis on client satisfaction in a fast-paced environment. Very articulate in both oral and written communication skills. Strong interpersonal skills; liaise effectively with co-workers, management and customers. Ambitious self-starter ready to embrace new challenges and eager to put my education, research skills and knowledge to practical use.

EDUCATION / PROFESSIONAL DEVELOPMENT

B.A. Specialized Honours, Business Economics

Date

University Name

Areas of Specialization: Econometric Modeling/Forecasting, and Financial Analysis

Business Economics Program

University Name

Securities Course

Date

University Name

CORE STUDIES

Econometric Analysis • Advanced Econometric Theory • Law & Economics • Managerial Economics • Advanced Microeconomic & Macroeconomic Theory • Money, Banking & Finance • Corporate Finance • Directed Reading • Financial & Managerial Accounting • Fixed Income Analysis • Derivative Securities • Personal Financial Planning • Advanced Portfolio Management • Investment Management • Time Series • Spectral Analysis

WORK EXPERIENCE

Company Name

Date

Executive Assistant

- Actively participated in campaign for office; provided calendar management and updating schedule; wrote speeches for debates; conducted door-to-door canvassing to solicit votes and educate constituents on policies; updated voter's list and identified key polls in riding.

Company Name

Date

Sales Associate

- Assisted in merchandising and stocking books on shelves; kept a clean work environment; processed purchase orders; greeted students and answered questions regarding courses and textbooks.

Company Name

Date

Assistant Manager

- Managed inventory and placed orders with suppliers as needed.
- Negotiated contract pricing for special events and participated in the planning and execution of in-house parties, resulting in a positive experience for the customer.
- Actively involved in new business development by contacting local business and promoting the restaurant to gain additional revenue and new clientele.

Trained new employees and provided ongoing mentoring and coaching to restaurant staff

COMPUTER LITERACY

Windows NT/XP/7 • Internet Research • Macintosh • MS Office Proficiency • Visual Basic • C++ • Minitab • SAS • MATLAB