

First Name Last Name

Address • City, State ZIP • Cell Phone • E-Mail

EDUCATION**Tufts University**

Bachelor of Arts in International Relations (Middle Eastern Focus), minor in Entrepreneurial Leadership

Medford, MA

GPA: 3.75; SAT: 2150

Expected May 2012

Relevant Courses: Microeconomic Theory, Business Law, Entrepreneurship and Business Plan, Industrial Economics, International Economics, Entrepreneurial Marketing, Entrepreneurial Finance, Islam and Modernity, Advanced Modern Standard Arabic, Media Arabic, Statistics, Calculus, Linear Algebra

University of Queensland, Brisbane, Australia, Spring 2011 – GPA: 6 (out of 7)**FINANCIAL EXPERIENCE****Neuberger Berman****New York, NY***Portfolio Management Intern and Legal & Compliance Intern*

June – August 2011

- Researched and analyzed portfolio holdings as part of ongoing due diligence efforts of industry leading equity portfolio manager specializing in master limited partnerships (\$2.5B AUM as of 8/2011)
- Prepared report on future prospects of liquid natural gas and presented findings to portfolio management group
- Reviewed investment management agreements with attorneys in Legal & Compliance department and documented specific terms, including most favored nation clauses, for institutional and high net worth clients
- Studied articles from industry publications involving regulatory actions and fines imposed on financial firms, and developed summaries for inclusion in firm's annual training presentations
- Developed filing system for documentation associated with pledge and lien accounts at firm
- Partnered with firm's corporate social responsibility arm and Association to Benefit Children by volunteering to help underprivileged children explore New York Metropolitan Museum of Art

Wealth Management Intern – Dallas, TX

June – August 2010

- Prepared client asset analyses in Microsoft Excel for meetings with high net worth and ultra-high net worth individuals
- Updated client information in computer database to ensure that portfolio managers had current information
- Provided initial training to new full-time employee including instruction on compiling asset summaries
- Researched charitable foundations, leading to several taken on as new clients

Wellington Capital**Brisbane, Australia***Intern*

April – June 2011

- Communicated with shareholders regarding upcoming shareholder votes in funds collectively worth \$230MM AUD
- Assisted supervisors by compiling and binding research materials, helping with mailings, and printing as required

ADDITIONAL EXPERIENCE**Australian Trade Commission****Boston, MA & Brisbane, Australia***Student Ambassador and Student Blogger*

March 2011 – Present

- Plan, organize, host, and assist with events in Boston area to promote studying in Australia
- Wrote and published blog about studying in Australia: www.nameofmyblog.wordpress.com

Tufts Audio Visual Services**Medford, MA***Equipment Manager & Technician*

January 2009 – Present

- Maintain and organize equipment, performing repairs as necessary, including soldering and repairing cosmetic damage
- Provide AV support for on campus events including live bands, symposiums, panel talks, culture shows, and receptions

Good Time Entertainment**Dallas, TX***Proprietor and DJ*

February 2004 – June 2008

- Founded mobile disk jockey entertainment service, by DJ'ing and advertising business was profitable within first year
- Achieved 'approved vendor' status for local school district of over 50,000 students

COMMUNITY SERVICE & LEADERSHIP

Tufts Traveler magazine, editor (2010 - present)

Tufts Economics Society, member (2008 – present)

Tufts Mountain Club, member and trip leader (2008 - present)

Te Rata Family Farm – New Zealand's largest free-range egg farm, worked in exchange for room and board (January 2011)

Tufts President's Marathon Challenge – raised \$1000+ for nutrition research and ran Boston Marathon – 4:14:22 (2010)

First Degree Black Belt – Freestyle Martial Arts, instructor (2004, at age 14)

Eagle Scout (2003, at age 13)

SKILLS & INTERESTS**Software:** Microsoft Word, Excel, PowerPoint; Stata; Apple Pages, Keynote**Interests:** Running, Playing the Guitar, and European History