

Firstname Lastname

Street, State Zip code

Cell: 000.000.0000 • Email: firstname.lastname@gmail.com

Education

Top 30 Private University

B.S in Business Administration, Cumulative GPA 3.2/4.0

City, State

May 2018

- Concentration in Finance
- Relevant Coursework: Corporate Finance, Financial Management, Financial Markets and Economic Activity, International Finance, Investment Analysis & Portfolio Management.

State University

B.S. Candidate in Business Management, GPA: 3.9/4.0

City, State

August 2013-May 2015

Professional Experience

Advisory Firm

Financial Analyst Intern

City, State

November 2017-January 2018

- Executed trades, wrote plans, and managed internal systems for practice serving over 500 clients.
- Developed and implemented internal systems to streamline customer service, office management and compliance.
- Developed business scenario excel models to identify and monitor key business drivers and risks.

Environmental Services Corporation

Business Development Summer Analyst

Province, Different Country

May 2015-August 2015

- Assisted in the \$25 million acquisition deal of (Country) Petro|Environmental Services through analyzing company profile, history and management practices.
- Conducted feasibility study of companies within the Oman region by analyzing economic trends and financial reports to determine benefits of further expansion into the region.
- Prepared and conducted OSHA training seminars and reduced incident rate by 50%.

Startup Company

Sales Development Intern

City, State

September 2014-November 2014

- Expanded target market for customer acquisition within the metro area and increased sales by 20%.
- Developed advertising frameworks and questionnaires that yielded an increase in consumer outreach and had a response rate of 70%.

Private Equity Firm

Client Research Summer Analyst

City, State

May 2014-August 2014

- Increased clientele interaction by 25% through establishing customer management relationship software.
- Optimized client payroll system by documenting departmental processes to senior management.

Leadership

Volunteer Group

Health Educator

- Conducted lectures on sexual health and drug abuse prevention at high schools in the City area.
- Developed effective classroom frameworks to help facilitate and lead classroom discussions where students may freely express their concerns.

Private University Management Investment Fund

Junior Analyst

- Conduct in depth research on industry trends and utilized comparable company analysis, DCF models, and valuation methods to create a stock pitch of Sabra Healthcare REIT.
- Perform new projections and models each week based on various topics and current industry trends.

Skills and Interests

Languages: Fluent in Spanish and Arabic

Technical Skills: @RISK, SQL, Java, Python, Stata, Wall Street Prep

Activities: American Business Association, Private University Financial Modeling Club, Wall Street Prep

Interests: Art history, reading fictional novels, learning languages, standup comedy