

RICHARD SIZEMORE

12345 Street Name Ave. • Baltimore, MD 11111
email@resumewriters.com • (555) 555-5555

QUALIFICATIONS PROFILE

Dynamic professional poised to leverage education and experience toward launching a successful career as a **Financial Planner** (or Analyst) with a company seeking an articulate team player committed to supporting company objectives.

- **Financial Analysis:** Monitor and track trading details to understand market changes and plan personal investment strategies to maximize price benefits and minimize risk factors.
- **Communication & Presentation:** Exceptional interpersonal skills. Handle sensitive matters with tact, poise, and diplomacy. Communicate and interact well with individuals at all levels.
- **Computers & Administration:** Proficiencies include Microsoft Office (Word, Excel, Access, Outlook, PowerPoint), QuickBooks, Internet research and applications.

EDUCATION

Bachelor of Arts Degree in Business, (anticipated 12/2006)

BALTIMORE COMMUNITY COLLEGE – Baltimore, MD

Specialization: Finance ~ G.P.A. 3.0

Associate of Arts Degree, (2005)

BALTIMORE COMMUNITY COLLEGE – Baltimore, MD

PROFESSIONAL EXPERIENCE

Baltimore Community College – Baltimore, MD

Finance Student, 2005 – Present

Enthusiastically pursuing university's Business and Finance degree programs.

Completing education in Financial Analysis, Financial Investments, Financial Institutions & Markets, Options and Futures, Investment Analysis, Financial Management and Financial Accounting.

- Played key role in the research and preparation of viable business plans, analyzing financials.
- Contributing member of WWU's Financial Management Association (FMA).

THE WATFORD GROUP – Baltimore, MD

Assistant Manager, 2003 – 2005

Served as Assistant Manager of the multi-million dollar real estate development firm.

Assisted management in operations, maintenance, administration, and improvements. Planned, scheduled, and coordinated general maintenance, major repairs, remodeling, and construction.

- Participated in fiscal accounting and preparation of financial budgets and forecasts.
- Obtained valuable hand-on business and finance experience in the real estate industry.