

# First Name Last Name

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

## EDUCATION

### **Tufts University**

**Medford, MA**

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

Expected May 2012

**GPA:** 3.75; **SAT:** 2150

**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](http://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