

**John Smith**

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City, State

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## SUMMARY

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Seeking opportunity as INSERT JOB TITLE HERE, where internship with large financial services organization, outstanding sales and customer services skills and a Bachelor of Arts in Financial Management will add value.

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## EDUCATION

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**Investment Strategies Advisor Certification**

College Name

**Bachelor of Arts, Financial Management**

College Name

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## PROFILE

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- **Highly analytical:** Experience creating financial statements/analysis, outstanding with numbers.
- **Proven sales skills:** As co-founder of a magazine, retained 90 percent of clients in first 3 issues, resulting in profitable magazine in 6 months.
- **Excellent project management skills:** Through problem-based learning while obtaining undergraduate degree, course work focused on small and large group projects, research and presentations. Presented to groups of over 200.
- **Continuing Education:** Security Course and Charter Financial Analyst

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## EXPERIENCE

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**Financial Assistant, Company Name**

Date

In this internship role with a leading global financial and business services firm:

- Created horizontal and vertical financial statements analysis
- Worked on market multiples and financial ratios analysis.
- Developed presentations for potential clients in M&A.

**Co-founder/Sales, Company Name**

Date

Co-founded bi-monthly magazine geared to a younger, high-class readership that focused on fashion, travel, adventure, dining and other lifestyle trends.

- Developed sales skills by working with clients to sell advertising space.
- Experience working with large national clients and small/local businesses.
- Market research: By targeting affluent local area, targeted advertisers and readership that.