

John Smith

Curriculum Vitae

123 Broadway
City, State 12345
☎ (000) 111 1111
☎ (000) 111 1112
FAX (000) 111 1113
✉ john@smith.com
📁 staff.org.edu/~jsmith
additional information



"A witty and playful quotation" - John Smith

Education

2011–2012 **Masters of Commerce**, *The University of California*, Berkeley, GPA – 8.0.
First Class Honours

2007–2010 **Bachelor of Business Studies**, *The University of California*, Berkeley, GPA – 7.5.
Specialized in Commerce

Masters Thesis

Title *Money Is The Root Of All Evil – Or Is It?*

Supervisors Professor James Smith & Associate Professor Jane Smith

Description This thesis explored the idea that money has been the cause of untold anguish and suffering in the world. I found that it has, in fact, not.

Experience

Vocational

2012–Present **1st Year Analyst**, LEHMAN BROTHERS, Los Angeles.

Developed spreadsheets for risk analysis on exotic derivatives on a wide array of commodities (ags, oils, precious and base metals), managed blotter and secondary trades on structured notes, liaised with Middle Office, Sales and Structuring for bookkeeping.

Detailed achievements:

- o Learned how to make amazing coffee
- o Finally determined the reason for PC LOAD LETTER:
 - Paper jam
 - Software issues:
 - Word not sending the correct data to printer
 - Windows trying to print in letter format
 - Coffee spilled inside printer
- o Broke the office record for number of kitten pictures in cubicle

2011–2012 **Summer Intern**, LEHMAN BROTHERS, Los Angeles.

Rated "truly distinctive" for Analytical Skills and Teamwork.

Miscellaneous

2010–2011 Spent some time finding myself. This was a courageous endeavour that didn't have a job title. It was quite important to my overall development though so I'm adding it to my CV. Also it explains the gap in my otherwise stellar CV.

2009–2010 **Computer Repair Specialist**, *Buy More*, Burbank.

Worked in the Nerd Herd and helped to solve computer problems. Allowed me to become expert in all forms of martial arts and weaponry.

Awards

2011 School of Business Postgraduate Scholarship

2010 Top Achiever Award – Commerce

Computer skills

Basic JAVA, Adobe Illustrator

Intermediate PYTHON, HTML, \LaTeX , OpenOffice, Linux, Microsoft Windows

Advanced Computer Hardware and Support

Communication Skills

2010 Oral Presentation at the California Business Conference

2009 Poster at the Annual Business Conference in Oregon

Languages

English **Mothertongue**

Spanish **Intermediate**

Dutch **Basic**

Conversationally fluent

Basic words and phrases only

Interests

- Piano

- Cooking

- Running

- Chess

- Dancing