

John Doe

Street Address, City, State, Zip Code • Email Address • Phone Number

EDUCATION

New York University

Bachelors of Science, Economics

Cumulative GPA: X.XX/4.00

Dean's List: Fall 2021, Distinguished Student in Biology Award

Relevant Courses: Communications 101, Introduction to Business, Economics 200

New York City, NY

May 2022

Study Abroad University

Semester Abroad Program

Relevant Courses: Advanced Management, Business in Society, Entrepreneurship

London, UK

Sep. 2021 - Dec. 2021

WORK EXPERIENCE

Company Name

Incoming Analyst

- Accepted offer to join company X and perform functions X, Y, and Z with the goal of X

New York, NY

Expected Jun. 2023

Company Name

Communications Intern

- Lead initiatives to develop social media materials that increased follower accounts by 240%
- Research and write reports explaining financial concepts and economics theories to clients
- Utilize data analysis processes to create educational graphics and shareable resources about personal finance

Remote

Jun. 2021 - Present

Company Name

Venture Capital Intern

- Learned venture valuation analysis, Vanguard technology, and deal flow sourcing skills
- Communicated with founders while assessing their businesses, financials, and visions for their companies
- Served as a university wide community base for entrepreneur outreach and network building

Remote

Mar. 2021 - Dec. 2021

New York University

Teaching Assistant

- Led weekly TA office hours for 66 students taking Financial Accounting over Spring and Fall 2020 semesters
- Assisted in the transition to online learning by hosting additional virtual office hours and review sessions
- Graded weekly homework assignments and proctored exams throughout the semester

New York, NY

Aug. 2020 - Dec. 2020

LEADERSHIP & COMMUNITY INVOLVEMENT

Organization 1, Chief Investment Officer

Jan. 2019 - Aug. 2021

- Oversaw seven consulting teams of four to six team members to ensure success of semester long consulting projects
- Launched long term consulting infrastructures that help entrepreneurs implement long term business strategy
- Attend weekly executive board meetings to determine short-term practices to achieve long-term organization scale
- Perform qualitative and quantitative analysis of businesses to decide distribution of our cash reserves

Organization 2, Director of Education

Sep. 2019 - May 2021

- Directed weekly onboarding meetings for 40 new club members in preparation for consulting and investment roles
- Prepare members for a final case competition that builds research, teamwork, and presentation skills
- Network with organization alumni and national committees to host 3 career training events each semester

Skills & Certifications

Languages: English (Native), Portuguese (Fluent), Spanish (Conversational)

Skills: Python for Data Analysis (Beginner), PowerBI (Intermediate), Microsoft Excel (Intermediate)

Interests: Tennis, Graphic Design, Sailing, Plants and gardening