

# NAME

Phone number | Tufts email

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## EDUCATION

**Tufts University**, Medford, MA  
*Candidate for Bachelors of Arts*

Expected May 20xx

**Saratoga Springs High School**, Saratoga Springs, NY  
*High School Diploma*

June 20xx

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## WORK EXPERIENCE

**Happy Valley Summer Camp**, Saratoga Springs, *Camp Counselor*

May 20xx-Aug20xx

- Planned, coordinated, and executed activities while guiding group of 20 middle school campers in personal growth and daily living skills
- Assisted in the direction and supervision of campers in their living unit and during activities while championing program initiatives and camp mission
- Safeguarded personal property, camp equipment, and facilities
- Provided leadership to campers in all areas and acted as a role model in all areas of camp activities, including cleanliness, punctuality, chores, rules and sportsmanship
- Planned and hosted end of summer bonfire by securing fire permit and needed materials, and teaching safe bonfire procedures to campers

**Hudson Valley YMCA**, Saratoga Springs, *Teen Mentor*

May 20xx-Aug 20xx (Seasonal)

- Facilitated small group discussions with teens about issues such as dating, fitness, education, and alcohol and drug awareness to promote a healthy, people-centered approach to safety and harm reduction
- Contributed to and participated in training program and weekly meetings with YMCA staff to strengthen group facilitation skills

**Serenity Housing**, Ballston Spa, NY, *Receptionist*

Jan 20xx – Aug 20xx

- Provided warm and attentive customer service by greeting clients and answering phone calls in a high-volume sales office
- Reviewed office databases to update and improve current file

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## LEADERSHIP

**Psychology Club**, Saratoga Springs High School, *Vice President*

Sept 20xx – June 20xx

- Moderated weekly meetings consisting of 25 members by keeping track of time, taking notes, and announcing agenda items
- Coordinated monthly one time volunteer opportunities for members by partnering with local community organizations
- Coordinated speaker series by researching local psychology professors to come talk with our group and share about their research

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## SKILLS & INTERESTS

*Computer:* MS Excel, PowerPoint

*Language:* Proficient in Spanish

*Interests:* Skiing, soccer, basketball, hiking, film

## EDUCATION

<b>Tufts University</b>	<b>Medford, MA</b>
Bachelor of Arts in International Relations (Middle Eastern Focus); Minor in Finance	Expected May 20xx
<b>Relevant Courses:</b> Microeconomic Theory, Business Law, Entrepreneurship and Business Plan, Industrial Economics, International Economics, Entrepreneurial Marketing, Entrepreneurial Finance, Statistics, Calculus, Linear Algebra	
<b>University of Queensland, Brisbane, Australia</b>	Spring 20xx

## FINANCIAL EXPERIENCE

<b>Neuberger Berman</b>	<b>New York, NY</b>
<i>Portfolio Management Intern and Legal &amp; Compliance Intern</i>	June – August 20xx
<ul style="list-style-type: none"> <li>• 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 8/20xx)</li> <li>• Prepared report on future prospects of liquid natural gas and presented findings to portfolio management group</li> <li>• Reviewed investment management agreements with attorneys in Legal &amp; Compliance department and documented specific terms, including most favored nation clauses, for institutional and high net worth clients</li> <li>• 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</li> <li>• Developed filing system for documentation associated with pledge and lien accounts at firm</li> <li>• 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</li> </ul>	
<i>Wealth Management Intern – Dallas, TX</i>	June – August 20xx
<ul style="list-style-type: none"> <li>• Prepared client asset analyses in Microsoft Excel for meetings with high net worth and ultra-high net worth individuals</li> <li>• Updated client information in computer database to ensure that portfolio managers had current information</li> <li>• Provided initial training to new full-time employee including instruction on compiling asset summaries</li> <li>• Researched charitable foundations, leading to several taken on as new clients</li> </ul>	
<b>Wellington Capital</b>	<b>Brisbane, Australia</b>
<i>Intern</i>	April – June 20xx
<ul style="list-style-type: none"> <li>• Communicated with shareholders regarding upcoming shareholder votes in funds collectively worth \$230MM AUD</li> <li>• Assisted supervisors by compiling and binding research materials, helping with mailings, and printing as required</li> </ul>	

## LEADERSHIP

<b>Tufts Financial Group</b>	<b>Medford, MA</b>
<i>Vice President</i>	September 20xx – Present
<ul style="list-style-type: none"> <li>• Serve on the executive board of a student-run investment group managing \$150,000</li> <li>• Liaise with alumni to develop outreach initiatives such as finding alumni speakers and coordinating events</li> <li>• Led a team of 20 students and analyze and identify high-potential, undervalued stocks and present to TFG members</li> <li>• Research and pitch companies for inclusion in portfolio; successful pitches include Express Scripts and Exxon Mobil</li> <li>• Mentor junior analysts by explaining financial metrics and valuation methods, including DCFs and Comps</li> <li>• Initiated Analyst Resource Center with 100+ books and additional online resources with industry expertise and advice</li> </ul>	

**Office of Residential Life and Learning, Tufts University**

**Medford, MA**

*Resident Assistant*

August 20xx – Present

- Advise 40 undergraduate students, organize floor programs, and help resolve personal, academic, and administrative issues
- Monitor two dormitories, ensuring the safety and security of 300 residents
- Participate in extensive training focused on community building and conflict resolution

**Tufts Consulting Collective**

**Medford, MA**

*Project Manager*

January 20xx – Present

- Lead a team of student consultants to provide pricing and marketing strategy for a media start-up
- Perform financial valuation for the company to attract investors

**SKILLS AND INTERESTS**

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**Language:** Fluent in English and Chinese, Proficient in French

**Computer:** Proficient in Visual Basic, Excel, PowerPoint, Bloomberg, Dealogic, SAS, and Stata

**Interests:** Rafting, Rock Climbing, Soccer, and Historical Fiction

# Gautham S

9486678395 | gauthamsrinivasan21@gmail.com | www.linkedin.com/in/gautham-srinivasan-65399b280/

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## EDUCATION

**Bannari Amman Institute Of Technology**, Erode, Tamil Nadu  
*Bachelor of Technology in Information Technology,*  
GPA 8.9

2022-2026

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## TECHNICAL SKILLS

**Software/Tools:** React JS, Node JS, MySql, SQL,  
**Programming Languages:** c, javascript, java(Basics)

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## PROJECTS

### Course Exemption Automation

May 2024 - Present

Collaborating with a team to develop an automated system for the course exemption process at our college. This project replaces the traditional manual approach with a streamlined, efficient platform that enhances application processing, tracking, and approval workflows.

**Technologies Used:** React.js (Frontend), Node.js, Express.js, MySQL (Backend)

**Key Contributions:**

- Developed 50% of the application with a focus on responsive content and database creation.
- working on both frontend and backend logics to have a proper functionality.
- Part of the Personalized Skill group, which operates similarly to an industry setup, recruiting students based on their talents and providing real-world web development projects.

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## EXPERIENCE

### Web Developer, Personalized Skill Group

Sept 2023 - Present

*Bannari Amman Institute Of Technology,*

- Role: Web Developer
- Responsibilities:
  - Collaborated with a team to develop web applications, focusing on both frontend and backend development.
  - Utilized React.js for building dynamic and responsive user interfaces.
  - Developed and maintained server-side logic using Node.js and Express.js.
  - Designed and managed databases with MySQL, ensuring data integrity and efficient query handling.
- Skills Gained:
  - Enhanced understanding of full stack development and industry-standard practices.
  - Improved ability to work in a team-based environment, managing and integrating various components of web development projects.
  - Gained practical experience in creating scalable and user-centric web solutions.

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## HOBBIES

- **Reading Books:**  
Enjoy immersing myself in a variety of genres, enhancing knowledge and creativity.
- **Tech News Enthusiast:**  
Passionate about staying updated with the latest advancements and trends in technology.
- **Listening to Music:**  
Love exploring different music genres to relax and inspire creativity.

# Your Name

(617) 555-8432  
[student@smfa.tufts.edu](mailto:student@smfa.tufts.edu)

## EDUCATION

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**Tufts University**, Medford, MA  
*Bachelor of Arts in English, Bachelor of Fine Arts in Studio Art, Minor in Film and Media Studies*

May 20xx

**Relevant Courses:** Creative Writing, Intermediate Journalism, Direction for Film

**Paris Descartes University**, Paris, France  
*Tufts in Paris Program*

Jan – June 20xx

## EXPERIENCE

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**London Vogue**, London, UK  
Offered and accepted Summer Editorial Intern position; subsequently cancelled due to COVID-19

**Teen Vogue**, New York, New York  
*Digital Media Intern*

June – Aug 20xx

- Managed social media channels including Instagram and YouTube by creating 2 summer campaigns consisting of regular on-message posts, resulting in a following increase of 20%
- Created and edited content for bi-weekly fashion career advice blog on website
- Assisted on photo/video shoots and with post-production editing using Photoshop Advanced
- Revised intern manual, including hard copy materials and website content

**Jimmy Choo**, New York, NY  
*Graphic Design Intern*

June – Aug 20xx

- Assisted graphic designer with design projects for in-store and online advertising using Adobe Creative Suite
- Maximized promotion of brand through drafting a social media strategy and creating weekly content on Instagram, Facebook, TikTok and Twitter
- Developed and edited press releases for newsworthy events

## CAMPUS AND COMMUNITY LEADERSHIP

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**Tufts Daily**, Tufts University, Medford MA  
*Pop Culture Editor*

Sept 20xx – Present

- Review staff articles for pop culture pages on a weekly basis, checking for content quality, grammar, and spelling
- Author a monthly letter from the editor specializing in pop culture highlights

**Entertainment Board**, Tufts University, Medford MA

Sept 20xx – Present

- Attend monthly board meetings to plan upcoming events
- Coordinated a career panel by recruiting alumni working in the industry and promoting event to study body

**Tufts University Social Collective (TUSC)**, Tufts University, Medford MA Sept 20XX – Present

- Serve on the senior committee, providing leadership and support for the planning and coordination of senior celebration
- Transitioned 7 events from in person to virtual during the pandemic by researching ways to create community online, working with vendors, and updating promotional materials to reflect changes

## SKILLS

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Fluent in Microsoft Office  
Advanced skills in Adobe Creative Suite  
Intermediate skills in HTML, CSS, Final Cut Pro, and Avid

