

# First Last

## Investment Banking Associate

Investment banking associate with 10 years of experience executing transactions and providing world-class client service. Possesses exceptional knowledge of M&A, leveraged finance, and capital markets. Key achievements: identified ways to streamline cost savings with 17 Asian counterparts, resulting in a 90%% increase in monthly revenue. Delivered marketing pitches to 17 C-suite members of 1.2K large corporate clients in the first six months of employment.

### WORK EXPERIENCE

#### Investment Banking Associate

November 2015 – Present

Resume Worded, New York, NY

- Delivered marketing pitches to 17 C-suite members of 1.2K large corporate clients in the first six months of employment.
- Prepared 172 PowerPoint decks based on materials submitted by 1.3K clients.
- Designed and gave presentations evaluating appropriate capital structure, debt capacity, and liability management opportunities for 2.1K clients in Q1 and Q2 2018.
- Coordinated with the risk management team and delivered services to 1.7K clients, contributing to a \$1M fee revenue.

#### Senior Financial Analyst

February 2013 – October 2015

Growthsi, San Francisco, CA

- Identified ways to streamline cost savings with 17 Asian counterparts, resulting in a 90%% increase in monthly revenue.
- Evaluated administrative costs and created a firmwide cost-saving measure during an organization-wide budget review, producing monthly savings of \$760K.
- Overhauled Growthsi financial analysis methods, boosting accuracy by 72% while decreasing time spent number-crunching from 48 hours to 45 minutes/week.
- Championed a procedure for evaluating and improving liquidity ratios across 21 divisions, leading to annual profits of \$983K.

#### Investment Assistant

June 2010 – January 2013

Resume Worded's Exciting Company, New York, NY

- Raised the credit rating of RWEC to AAA by reducing accounts receivable and maintaining a minimum debt-to-equity ratio of 1:1.
- Exceeded departmental KPIs by making a 57% return on a client's \$700K investment portfolio, holding their interests in the highest regard.
- Invested funds in bonds over stocks due to market fluctuation, preserving assets of \$8.3M within 13 weeks of implementation.
- Overhauled the company's payroll system to reduce the processing time by >84% with no reduction in accuracy.

### CONTACT

- Concord, NH (Open to Remote)
- +1-234-456-789
- email@resumeworded.com
- linkedin.com/in/username
- github.com/resumeworded

### SKILLS

#### Technical Skills:

- Restructuring (Advanced)
- Valuation (Experienced)
- Financial Analysis
- Financial Modeling
- Investment Banking

#### Industry Knowledge:

- Mergers and Acquisitions
- Leveraged Buyouts
- Bond Issuance

#### Tools and Software:

- Bloomberg Terminal
- S&P Capital IQ
- Microsoft Excel
- LexisNexis
- Moody's RiskCalc

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### EDUCATION

#### Resume Worded University

Bachelor of Science

Business Administration

Boston, MA — May 2010

Awards: Resume Worded Teaching Fellow (only 5 awarded to class), Dean's List 2012 (Top 10%)

### OTHER

- Certified Financial Planner (CFP).
- Series 7 License.
- Chartered Financial Analyst (CFA).