**FIRST LAST**

New York, NY | P: +44 123456789 | first.last@gmail.com

**EDUCATION**

**UNIVERSITY** Boston, MA

Bachelor of Engineering Expected May 2022

Major in Computer Science; Minors in Mathematics and Psychology

Cumulative GPA: 3.93/4.0; Dean’s List 2015-2016

Relevant Coursework: Data Analysis, Software Engineering; Operating Systems; Algorithms; Artificial Intelligence

**LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE** New York, NY

Study Abroad Program in International Business and Globalization Jul 2018 - Jul 2019

**WORK EXPERIENCE**

**Intern.** (8 employee venture-backed recruitment startup) New York, NY

Business Analyst Intern Jun 2021 – Sep 2021

* Developed an Excel macro and standardized reporting templates, resulting in efficient data collection and a 35% reduction in turnaround time
* Created knowledge base of 80 internal resources, improving employee onboarding and reducing time spent per project on administrative tasks by 40%
* Managed international stakeholders in India, United Kingdom and Hong Kong by hosting daily standups and coordinating weekly status reports

**GROWTHSI** New York, NY

Data Analyst Intern Jun 2020 – Sep 2020

* Led the transition to a paperless practice by implementing an electronic booking system and a faster, safer and more accurate business system; reduced cost of labor by 30% and office overhead by 10%
* Collaborated with developers and product management team to assess project outcomes and prioritize future app features

**VOLUNTEERING & UNIVERSITY PROJECTS**

**COMMUNITY PROJECT** Feb 2020

* Organized and conducted monthly meetings with city council executives and other community leaders to raise funds for city recycling initiative
* Generated 50+ donors through cold call sales and systematic email outreach; qualified leads based on industry and location

**BUSINESS MANAGEMENT PROJECT** Jan 2020

* Conducted survey and quantitative analysis to understand customer sentiment and purchasing trends; presented recommendations to Senior Consultant at McKinsey & Co.

**ACTIVITIES**

**RESUME WORDED FINANCE SOCIETY** Boston, MA

Head of Events Sep 2020 – Present

* Founded the first ever Business Series to organize finance training for 500 students
* Organized and advertised 10+ quarterly networking events with 300+ participants in 3 universities in Boston

**RWU TENNIS SOCIETY** Boston, MA

Committee Member Jan 2020 – Present

* Managed the launch of new booking system to improve organization of events; system now used across university

**ADDITIONAL**

**Technical Skills**: Software Development Life Cycle (SDLC), Microsoft Project, SQL; Proficient in Python, Excel, Visio

**Languages:** Fluent in French, English; Conversational Proficiency in Italian, German

**Certifications & Training:** Online Course in Project Management (Coursera), Passed Resume Worded examinations