

Economics / Finance

Sample Resume Packet

BYU-Idaho Graduates

Joey Conway

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Home: 208-xxx-xxxx
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Objective

To obtain an Information Technology internship and employment in New York City.

Education

B.S. in Information Technology with a minor in Chinese.

Brigham Young University-Idaho, Rexburg, ID
January 2005-present

Transfer and completion of 120 credits. Completed Java Programming I & II, Microsoft Excel/Access, Networking Design, Operating Systems, Systems Security and Web Page Design, Development, and Layout classes with a 4.0 GPA.

General Associates of Arts

Brigham Young University Idaho – Rexburg, ID

Career History

January 2006 – April 2006

Tutor – BYU-Idaho, Rexburg, ID

- Instructed Microsoft Excel/Access & Java Programming students

November 2002 – January 2003

Electronic Sales – Target, Kennewick, WA

- Sold electronic products
- Answered calls concerning electronics

May 2000 – February 2001

Computer Repair Technician – Alpha Computers, Richland, WA

- Troubleshoot and repaired Hardware and Software problems
- Managed and setup Local Area Networks (LANs)

Leadership & Service

January 2003 – December 2004

Volunteer Missionary – The Church of Jesus Christ of Latter-day Saints, Chinatown, New York City

- Developed excellent leadership and planning skills
- Became proficient in Mandarin Chinese
- Organization and teaching of free English classes

August 1998

Boy Scouts of America

- Recipient, Eagle Scout Award

Interests

Running, technology including computers and small electronics and China

Joey Conway

PROFESSIONAL EXPERIENCE

JPMorgan Chase & Co.

FX Trade Support Analyst – Investment Bank

New York, NY

Jun 2012-Current

- Book 200 Cross Currency fixing trades totaling \$150M USD notional for 10 NDF currencies monthly with a historically low error rate
- Improved daily spot, forward and swap rates input process accuracy and load times for 300 rates through Excel VBA macros
- Maintain and distribute spot and forward rates for 250 currencies to 600 traders, operations and technology staff globally each day

Rates Trade Support Analyst – Investment Bank

Jun 2011-June 2012

- Created a Reuters and EBS FX spot tactical and strategic credit limit reconciliation tool and process in use by 30-40 employees globally
- Booked CAD government bond repo trades averaging \$2B daily and automated trade flow increasing accuracy and decreasing errors
- Managed trade booking details for over \$265B in USD notional on 700 Interest Rate, Cross Currency, and Basis Swaps monthly

Commodities Settlements Analyst – Investment Bank

Apr 2010-Jun 2011

- Reconciled, settled and released funds for over 700 OTC financial power swaps, swaptions and heat rate options totaling \$71M monthly

Financial Analyst – Treasury and Securities Services

Jul 2008-Apr 2010

- Advised on the financial status of a \$250 million investment portfolio to the Worldwide Securities Services CFO and CIO weekly
- Automated 2010 investment budget planning and overspend reporting through complex Excel VBA macros

Epic Venture Capital Fund

Rexburg, ID

Junior Analyst – Intern

Jan 2008-Jun 2008

- Created a business and financial plan with company CEO and CFO resulting in over \$5M of first round Venture Capital funding
- Managed 7 senior business students in performing due diligence for clients covering detailed business plans and market research

JPMorgan Chase & Co.

New York, NY

Business Analyst – Intern – Investment Bank

May 2007-Aug 2007

- Researched and presented basis point and futures equivalent risk estimation methods for Interest Rate Swaps to 20 employees

ENTREPRENEURIAL EXPERIENCE

Conway Enterprises

New York, NY

Sole Android Mobile Phone Application Developer – Founder

Jan 2011 - Current

- Projected annual revenue of \$12K with over 1.5M downloads from 180 different countries and 5,000 comments averaging 4.5 of 5 stars
- Develop, market and maintain 7 applications in the Google Market using Java, MYSQL, PHP, HTML, CSS and XML

ACADEMIC EXPERIENCE

Brigham Young University-Idaho

Rexburg, ID

Bachelor of Science in Computer Information Technology

Jan 2005 – Dec 2007

Minor in Chinese with an additional cluster in Business Finance

- Major GPA: 3.9 / 4.0; Cumulative GPA: 3.658 / 4.0; Chinese: Speak, read and write fluently in Mandarin
- Advanced Excel Modeling: Mutual Funds Analysis, P&L Day Trading, Asset Allocation and Loan/Treasury Hedging

LEADERSHIP EXPERIENCE

New York Latter-day Saints Professional Association

New York, NY

Co-Chair and University Relations – Students on Wall Street Annual Visit

Aug 2009-Current

- Plan, coordinate and organize finance, accounting and marketing company visits for 60 students from 5 universities for 3 days every year
- Host a resume workshop, including personally providing detailed resume examples and feedback for over 30 students every year

Brigham Young University-Idaho

Rexburg, ID

Co-Founder and President – Investment Banking Club

Sept 2007-Jun 2008

- Gathered approval and support from 2 professors, the business department dean and the economics department dean
- Organized, hosted and conducted society meetings with fund managers, an energy trader and other guest speakers for over 50 members

The Church of Jesus Christ of Latter-day Saints

Chinatown, NYC

Volunteer Service Representative

Jan 2003-Jan 2005

- Advertised, organized and taught free beginner to advanced English classes of 20-40 native Chinese speaking students five days a week
- Trained 12 volunteers in principles of teamwork, planning, community service and in the ability to speak and read Chinese

QUALIFICATIONS & INTERESTS

- Contributed to “Why Gold?” a macroeconomic book; Awarded 2nd in a Harvard case study Business Ethics Competition
- Proficient in Excel macro programming (VBA); Obtained Eagle Scout award; avid runner; hobbyist Toyota Camry automotive mechanic

Wade R Hobbs

474 West 5th South Apt. 6, Rexburg, ID, 83440 – 801.231.6004 – whobbsny@gmail.com

EDUCATION

BRIGHAM YOUNG UNIVERSITY – IDAHO, Rexburg, Idaho

Bachelor of Science in Financial Economics, Expected July 2011

Minor Studies: Applied Economics/Advertising Research

- Vice President of Brigham Young University-Idaho Economics Society.
- GPA last 60 Credits: 3.62 Cumulative GPA: 3.41
- Relevant Coursework: Econometrics, Money, Banking, and Financial Markets, Corporate Finance, Macroeconomics, Microeconomics, Managerial Economics, Mathematics of Economics, Advanced Investments, Financial and Managerial Accounting.
- Computer Proficiency Work: Stata statistical software, Microsoft Excel and Access.

UNIVERSITY OF UTAH, Salt Lake City, Utah

General Education Requirements/ Pre-Medicine 2005-2006

- Enrolled in university classes through academic placement during senior year of high school.
- Member of the Health Occupation Students of America (HOSA), University of Utah chapter.
- Recipient of academic based scholarship funded by the University of Utah.
- Relevant Coursework: Statistical Inference, Regression Analysis, Business Calculus.

WORK EXPERIENCE

BRIGHAM YOUNG UNIVERSITY – IDAHO, Rexburg, Idaho

August 2008 - Present

Event Management – Student Lead

- Assist in managing the department as a student lead and coordinating assignments for 30 student employees.
- Schedule audiovisual equipment and provide technical assistance for faculty and staff of BYU-Idaho.
- Work in teams as a leader and as a participant hosting, presenting, and coordinating events.
- Facilitate communication between event management personnel and school faculty to ensure faculty satisfactory.
- Track and analyze statistical information concerning usage of equipment, productivity of work, and inventory conditions.

Economics Lab – Tutor/Teachers Aid

- Review and analyze Econometric homework assignments for a professor in the Economics Department.
- Provide technical support to students regarding Excel and Stata functions.
- Tutor all levels of undergraduate students enrolled in economic related courses.

KEYSTONE FINANCIAL STRATEGIES, Idaho Falls, Idaho

May 2010 – July 2010

Financial Analyst - Intern

- Organized and carried out presentations to current and future clients regarding personal asset management.
- Researched various insurance, retirement, and investment plans for clients.
- Assisted in tracking information concerning retention and satisfaction of investors.
- Led discussions for small business owners as a volunteer concerning financial management and investments.
- Held meetings in person and via conference call with clients and partners of the company.
- Further enhanced Microsoft Excel skills by building models and reporting results to supervisors daily.

NEW YORK UTICA MISSION, Utica, New York

May 2006 – May 2008

Full time Volunteer/Area Representative for LDS Church

- Utilized leadership skills by managing and overseeing daily activities for 125 volunteers.
- Assisted with budgeting and expenses of the organization on a monthly, quarterly and yearly basis.
- Carried out training and instruction as an assistant to the President of the organization to volunteers in 30 cities.
- Developed necessary skills such as human relations, communication, public speaking, and conflict resolution.
- Organized advertising campaigns including billboards, magazines, and newspapers and tracked feedback statistics.
- Enlisted 75 hours or more each week to provide religious instruction and community service.

LEADERSHIP SKILLS & ACCOMPLISHMENTS

- Former president of Health Occupations Students of America (HOSA), Bountiful, Utah chapter.
- Finalist in BYU-Idaho Business Department case study competition; involving researching a specific case, qualitatively and quantitatively analyzing it, and presenting to a board of advisors proposed solutions.
- Eagle Scout Award recipient: Supervised the planning and carrying out of a 40 hour community service project.

JONATHAN R. FRANCIS

707 S 5 W #3603 Rexburg, Idaho - Cell: 208

jonathanfrancis123@gmail.com

EDUCATION:

Brigham Young University - Idaho, Rexburg, Idaho; GPA 3.65/4.0; Graduated: December 2007

- Bachelor of Science in Business Management, Emphasis in Finance
- Elected Director of Sales and Trading and assisted in the formation of the Investment Banking Society
- Attained Bloomberg certification
- Built advanced investment models using Microsoft Excel including a portfolio model and a stock trading model; gained exposure to Visual Basic code
- Researched and analyzed stocks and mutual funds using Morningstar and other online resources
- Integrated Business Core:
 - Co-created a company which produced interactive CD's and generated revenues of \$8,000 in two months
 - Appointed as CFO during the production of the CD's and managed six other students

University of Denver, Denver, CO; 2000 - 2001

St. John's Preparatory School, Boston, MA; 1996 - 2000

- Varsity Hockey, Team Captain; applied leadership skills which took the team to New England Super 8 tournament

EXPERIENCE:

Wasatch Venture Fund

April 2007 - July 2007

Rexburg, ID

Junior Analyst - Intern

- Performed due diligence work on several early-stage, information technology and life science companies and managed senior Business students in the due diligence process
- Created detailed business plans involving pro forma financials and market analyses for startup companies and met regularly with business owners
- Performed in-depth market analyses for new businesses which yield over \$300,000 a year to assist with financial decisions and creating pro forma financials
- Took part as lead intern on several projects including the beginning-stages of franchising of a company

Gandolfo's Deli

December 2004 - December 2006

Rexburg, ID

Store Manager

- Managed the highest grossing Gandolfo's Deli (\$600,000 per year) in the nation and was ranked 2nd overall in lowest food costs
- Performed daily cost ratios and analyses on self-generated Excel spreadsheets which helped to surpass expectations and gain revenue greater than \$6,000 in one day
- Hired and trained new employees to operate the deli effectively while supervising 8 to 15 employees on a daily basis

The Church of Jesus Christ of Latter-day Saints

June 2002 - July 2004

Papeete, Tahiti

Full- Time Volunteer Representative

- Applied leadership skills by managing and overseeing the daily activities of 80 representatives
- Trained groups of 20 representatives weekly on how to more effectively communicate, teach, and work
- Translated French and Tahitian for visitors and church officials. Generated statistics in Microsoft Excel and created a spreadsheet for a weekly published report sent to 80 representatives
- Developed necessary skills in human relations, public speaking and conflict resolution

J.Crew

June 2001 - June 2002

Denver, CO

Stock Room Manager

- Remodeled the stockroom and made it run more efficiently through the application of effective operations management techniques such as scheduling and performance measuring
- Ordered and shipped inventory on a weekly basis by using learned process organization procedures
- Supervised up to four employees during shifts; organized the stockroom

ADDITIONAL INFORMATION:

- Head Coach of the Brigham Young University- Idaho competitive league hockey team
- Fluent in both written and spoken French and Tahitian
- Founder and Head Coach of the Rexburg Bulldogs club hockey team; received \$5,500 from acquired sponsors
- Received Eagle Scout Award
- Hobbies include: Pro Edge Hockey, baseball, camping, music, and snowboarding

Caroline Welty

227 Riverside Drive Apt 4S, NY, NY 10025 • (xxx) XXX-XXX • XXX.XXX@JPMORGAN.COM

PROFESSIONAL WORK EXPERIENCE

JPMORGAN

Portfolio Analyst- Private Bank

New York, New York

April 2007 - present

- Assist with managing \$750 million of assets under management for high net-worth individuals, trusts, and foundations
- Provide secondary client coverage for portfolio manager through communication of investment ideas
- Daily trading of individual securities, mutual funds, and structured investments
- Work with risk management to address variances and meet regulatory requirements
- Implement rebalancing decisions in client portfolios
- CFA candidate

Analyst – Client Experience

Jan 2007 - April 2007

- Built analysis plan for potential vertical alignment in TSS: gathered and analyzed client feedback, product usage, and trial plan for asset gatherers segment
- Created and maintained monthly dashboard of key clients generating 80% of \$2.4 billion annual revenue
- Performed deep dive of billing system, reported on deficiencies to senior management, launched billing improvement program

Financial Analyst

Mar 2006 - Dec 2006

- Prepared and restated balance sheets from 2001 through 2006
- Reported financials to Bank of New York (“BNY”) post \$3B asset swap of JPM trust business for BNY retail branches
- Created a reconciliation schedule for employees going to BNY
- Assisted with building and implementing the post-close service agreement between JPM and BNY
- Assisted in month-end pre-close process by monitoring and reporting actual revenue & expenses
- Performed 2007 forecast and plan uploads to the financial system

Financial Analyst - Planning and Analysis

Aug 2005 - Mar 2006

- Supported and implemented updates to the indirect allocation report to help management understand and plan for corporate allocations

Internship - Project Analyst

May 2004 - Aug 2004

- Supported Bank One merger activities and certain compliance projects preparing for the merger

TENNESSEE FUND - VENTURE CAPITAL

Business Analyst

Oak Ridge, Tennessee

Jun 2002 - Aug 2002

- A fund with total capitalization > \$10 million
- Reviewed and identified 30 potential investment candidates
- Supported fund management in reviewing potential, strategic investments

EDUCATION

Brigham Young University – Idaho

Rexburg, Idaho

Jun 2001 - Apr 2005

- B.S., Business Management-Finance
- GPA 3.8 overall GPA/Deans list annually
- Awarded BYU-Idaho academic scholarship annually

Brigham Young University – Hawaii

Laie, Hawaii

Summer 2003

ACADEMIC EXPERIENCE

Student Run Company

Rexburg, Idaho

Sep 2003 - Dec 2003

- Earned revenues of \$1,500
- Assisted CFO with preparation of financial statements, weekly reports, and drafting corporate policies

Jordan Mathis Ray

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ACADEMIC EXPERIENCE

Brigham Young University – Idaho, Rexburg, Idaho

Bachelor of Science in Business Finance, Finance GPA: 3.6/4.0, Expected Graduation December 2006

- Awarded scholarships from both the American Marketing Association and the Newel K. Whitney Society for service oriented leadership.
- Relevant coursework includes: Financial Forecasting, Weighted Average Cost of Capital, Portfolio Analysis, Asset Allocation, Discounted Cash Flows, Bond and Stock Pricing, Capital Budgeting.
- **Students In Free Enterprise (SIFE) – Officer of Entrepreneurship**
 - Contributed to 1st place finish as a member of 2005 presentation team at regional competition in New York City. Finished 12th at national competition in Kansas City.
 - Prepared and taught a personal financial management class in Spanish to local Hispanic group.
- **Newel K. Whitney Society – Vice President of Entrepreneurship, Co-Founder**
 - Founded, organized, and marketed society within the College of Business and Communications.
 - Initiated the development of an entrepreneurial incubator for students.
- **American Marketing Association – Vice President of Membership**
 - Conducted marketing consulting project for Kwik Trip convenient stores.

PROFESSIONAL EXPERIENCE

JPMorgan Chase

Summer Analyst, Investor Relations

New York, New York

06/06 – 08/06

- Prepared weekly stock report for upper management disclosing relative performance metrics.
- Performed analysis for quarterly earnings release and participated in earnings prep meetings with executive finance team.
- Prepared economic update report to inform upper management of current economic environment.
- Conducted competitor analysis on earnings disclosures in order to identify competitor trends.

Brigham Young University – Idaho

Academic Advisor, College of Business and Communication

Rexburg, Idaho

01/05 – 04/06

- Advised students on graduation requirements and career opportunities.
- Performed basic office functions including: organizing, scheduling, and data entry.

I – Entertainment

Chief Marketing Officer

Rexburg, Idaho

09/05 – 12/05

- Created and implemented marketing campaign for a college campus singing competition.
- Executed market research in order to construct most effective marketing mix.

Vantage Energy Services

Marketing Associate

Rexburg, Idaho

08/04 - 10/04

- Generated sales in both Spanish and English.
- Achieved weekly team goals of obtaining new clientele.

The Church of Jesus Christ of Latter Day Saints

Volunteer Service Representative

Veracruz, Mexico

08/01 - 08/03

- Supervised and trained 10 other native and foreign volunteers.
- Analyzed progress reports of team members and coordinated efforts to achieve team goals.

Payette River

Rescue Kayaker and River Photographer

Banks, Idaho

Summer of 2000, 2001

- Worked as a rescue kayaker for multiple river rafting companies on the Payette River. Responsible for ensuring safety of rafting guests.
- Photographed rafters and kayakers traveling down the Payette River. Generated photograph sales for White Water Photography.

ADDITIONAL INFORMATION

- Achieved rank of Eagle Scout in the Boy Scouts of America organization.
- Fluent in Spanish. Taught introductory Spanish course at Madison Middle School in Rexburg, Idaho.

Scott A. Bird

1200 Cherry Lane • Layton, UT, 84040 • 208.

@yahoo.com

EDUCATION

BRIGHAM YOUNG UNIVERSITY – Idaho

B.A., Economics (Expected Dec '06)

Minor Studies: Spanish, Portuguese, Business Management / Finance

Rexburg, ID

Aug2004 – present

- Major GPA: 4.0 / 4.0; Cumulative GPA: 3.8 / 4.0
- CFA Level 1 Candidate (Dec '06 Exam)
- Relevant Coursework: Advanced Investments, Business Calculus / Statistics, Financial Accounting, Regression Modeling, Econometrics, Managerial Economics, Macroeconomics, Microeconomics, Money & Banking.
- Advanced Excel Models Created: P&L Day Trading, Advanced Portfolio Management, Asset Allocation, Mutual Fund, Efficient Frontier Curve, Black – Scholes Option Pricing.
- Computer Proficient In: Excel, PowerPoint, Word, Lotus Notes, Statistical Packages (Maple, SPSS).
- Bloomberg Training: Product certified in Fixed Income and FX markets; Courses taken in Equity markets.

WORK / LEADERSHIP EXPERIENCE

J.P. MORGAN CHASE

Co-Op Intern, Summer Intern – Network Management, Treasury & Securities Services

New York, NY

Jan2006 – Aug2006

- Analyzed and facilitated RFPs in emerging markets through data collation and manipulation of financial models.
- Collaborated with Investment Bank to re-negotiate with agents for portfolio holdings and trade volume charges.
- Assisted team with Latin American analyses of highly quantitative and qualitative market data.
- Rewarded as first intern within group to receive 11% salary increase for outstanding performance.
- Re-Engineered the creation and distribution of financial pitch book to clients and Senior Management.
- Developed Excel models to forecast regional market savings, resulting in a projected 20% increase from 2005.
- Supported group in Brazil agent transition, resulting in over \$3.4mm in savings.

NEWEL K. WHITNEY ASSOCIATION, BYU-Idaho

President

Rexburg, ID

May2005 – Dec2005

- Founded the largest association within the Business School, designed to train 3,000+ students in leadership and in acquiring relevant experience; association inaugurated by Kim Clark, former Dean of Harvard Business School.
- Managed eight Vice Presidents in reaching the organization's goals across all functional areas; comprised of mentoring, skill development, entrepreneurship and competition.
- Instilled knowledge in members through workshops on financial markets, ethics, GRE, GMAT and LSAT.

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

Assistant to the President / Full-time Volunteer Representative

Toronto, Canada

Jun2002 – Aug2004

- Exerted 75 hours/week to provide religious instruction, spearhead ESL program and perform community service.
- Created and translated ESL (English as a Second Language) programs; increased class enrollment by over 300%.
- Instructed 250 representatives in 40 cities for the President of the organization.

DELTA-SKYWEST AIRLINES

Summer Ramp Agent

Salt Lake City, UT

Summer 2001

- Analyzed and correlated most efficient docking areas for pilots during heavy arrivals and departures.
- Organized and carried out rigid time schedule of loading / unloading luggage from airplanes.

ADDITIONAL

- Fluent in Spanish and Portuguese.
- Sports Enthusiast – YMCA Soccer Coach of over 20 youth; Linebacker on BYU-I intramural football team.
- Rewarded with leadership scholarship from Dean of Business; Selected to sit on board of Dean of Students.

Jared R. Christensen

1011 SW Temple G305 Salt Lake City, UT 84101 208.420.0480 jared.christensen@googlemail.com

EDUCATION

Brigham Young University Idaho; Rexburg, ID

B.S. in Economics, Minor in Organizational Communication; GPA 3.93, Cum Laude

April 2007

- Department of Economics 2006 Man of the Year, singly chosen as top student of approximately 100 economics majors
- First Place, Spring 2007 BYU-Idaho Business Case Competition competing against about 50 business students
- VP, Newell K. Whitney Society; spearheaded recruiting initiative for 16 business societies on campus
- 92nd Percentile on ETS Economics Major Field Test, administered nationally to roughly 5,500 students at 100 universities

WORK EXPERIENCE

The Goldman Sachs Group; Salt Lake City, UT

June 2007 – Current

Operations Analyst

- Ensured timely settlement and compliance of client restricted stock trades with market values of up to \$100 million
- Led a global initiative to develop a social computing platform expected to roll out in Q3 of 2009 to enhance connectivity and collaboration within the Private Wealth Management business
- Directed a cross-functional team to negotiate platform enhancements with an external vendor to automate a/c reconciliations and decrease costs by as much as \$60,000 annually
- Developed an online knowledge database to improve business unit productivity and employee on-boarding now being replicated by multiple business units within several divisions

Innosight LLC; Watertown, MA

May 2006 – August 2006

Intern

- Researched hundreds of business models and presented recommendations to senior management on companies utilizing disruptive innovation to further develop innovation theory and generate new revenue
- Streamlined budgeting procedures and improved financial analysis by developing an expense reporting system
- Conducted market research and used trend analysis to determine high potential product concepts for a multi-billion dollar pharmaceutical company

Brigham Young University Idaho; Rexburg, ID

August 2005 – April 2006

Career Placement Student Advisor/Certified Academic Peer Tutor

- Mentored and trained hundreds of students in academic performance and career development through directing workshops, providing individual instruction, and conducting mock interviews
- Received Certified Reading & Learning Association Advanced Tutoring Award; tutored students in Micro, Macro, and International Economics

Cain's Home Furnishings; Twin Falls, ID

June 2005 – August 2005

Warehouse Team Manager

- Redesigned warehouse layout to improve inventory management and accommodate annual revenue growth of 60%
- Trained and directed the company's warehouse crew in customer service, quality control, and operational efficiency

ADDITIONAL INFORMATION

The Church of Jesus Christ of Latter-day Saints; Salt Lake City, UT

May 2008 – Current

Church Quorum President

- Developed and supervise five committees overseeing approx. 300 people with various objectives including community service, personal budgeting, education, organizational leadership, and spiritual development
- Oversee the physical, spiritual, and emotional needs of more than 100 people, coordinating with leaders as required

Brigham Young University Idaho; Rexburg, ID

September 2006 – April 2007

Director, Heber J. Grant Leadership Development Program

- Participated in building a student-led scholarship organization which now provides scholarships and leadership training to 1,700 students founded to identify and assist students in their efforts to overcome disadvantaged backgrounds

The Church of Jesus Christ of Latter-day Saints; Portland, OR

July 2002 – July 2004

Full-Time Volunteer Missionary

- Trained and motivated approximately 100 missionaries in discipline, productivity, and goal attainment
- Prepared and delivered workshops and public speeches to audiences of up to 200 people
- Launched divisional programs to increase the effectiveness of teaching, outreach, service, and public relations

Personal Interests: Cycling, tennis, snowboarding, water skiing, singing, piano, guitar, and world traveling

Jeremy S. Butler

978.335.5730

51 Rowley Road, Topsfield, MA 01983

jeremybutler2@gmail.com

Education

Brigham Young University–Idaho

Bachelor of Science – Engineering Technology Management - GPA: 3.3

Rexburg, ID

Apr 2008

- John L. Clarke Leadership Scholarship (nominated by faculty)
- Business Management Scholarship, 1 of 4 awarded (nominated by faculty - merit based)
- Relevant coursework: Advanced investment banking, Advanced financial management, Money/banking, Legal/financial banking, Advanced managerial accounting, Financial investments, Economics, Business statistics, Advanced statistical methods, Bloomberg fixed income and equity certified
- Implemented entrepreneurial business operations with 22 other students, grossing over \$5,300 in 2 months from the creation and sale of an interactive CD-ROM activities guide
- Created advanced Excel models including a Mutual fund analyzing, Stock trading, Asset allocating, Maintenance scheduling, and Real estate hedging models, many include VBA coding

Experience

Lehman Brothers / Barclays Capital

Analyst

New York City, NY

Jul 2008 – Present

- Support for fixed income derivative trading desks; products include rate swaps, straddles, collars, etc.
- Created spread sheets used by coworkers to organize workflow, processes, and counter party contact info

Merrill Lynch - Private Banking

Summer analyst

Houston, TX

Apr 2007 – Jul 2007

- Contributed to a highly specialized team serving ultra high net worth individuals, 150 clients including 6 of the Forbes 400, \$4 billion under management
- Built asset allocation spread sheets for client presentations
- Effectively researched and analyzed mutual funds for client portfolios
- Utilized programs such as Zephyr, Bloomberg, Act and the Merrill Lynch System to support investment and office decisions
- Educated interns and coworkers in Excel, Word, and the Merrill Lynch computer systems

Melaleuca Inc

Customer service representative

Rexburg, ID

Jul 2006 – Dec 2006

- Rapidly promoted after 6 weeks
- Received award for excellence in customer service
- Ranked in the top 10% for overall performance

BYU-Idaho Engineering Department

Teacher's assistant

Rexburg, ID

Sep 2005 – Dec 2005 / Sep 2004 – Dec 2004

- Prepared and taught several mechanical engineering classes
- Instructed students in the use and application of mathematical formulas

JD Wellness

Property manager

Salt Lake City, UT

Apr 2005 – Jun 2005

- Handled accounts receivable for a 12-unit apartment building
- Interviewed and hired a full-time manager before resale of property for \$80,000 profit
- Researched real estate for investment opportunities

The Church of Jesus Christ of Latter Day Saints

Full-time missionary

Ft. Lauderdale, FL

Jul 2001 – Jul 2003

- Diligently served as a church representative working 60-75 hours per week for two years
- Increased personal leadership skills as a trusted leader of other full-time missionaries

Leadership, Activities and Interests

- Co-founder – BYU-Idaho Investment Banking Club
- Eagle Scout / Assistant Scout Master – Boy Scouts of America
- Ice Hockey Coach and League Coordinator – BYU-Idaho Intramural Ice Hockey League
- Founder and Head Coach – Rexburg “Vikings” Club Hockey team
- Vice President / Project Manager – S.I.F.E.(Students in Free Enterprise)
- Emergency Medical Technician – Certified in Massachusetts

MYLES A. E. SCOTT

111 West 7th South #1604 Rexburg, ID 83440; (208)-521-7460 (208)-359-7253; mylesscott21@hotmail.com

EDUCATION

Brigham Young University-Idaho, graduation April 2006

Rexburg, Idaho

B.S. Economics. Minor Mathematics

GPA: 3.73, Major GPA: 3.98

Awarded academic scholarship for detail oriented coursework (never before awarded)

Academic Strengths

- Developed strong analytical skills through mathematical coursework: Calculus III, Matrix Algebra, Advanced Statistics, and Quantitative Reasoning
- Banking and Capital Markets: 13 credit hours of integrated coursework that focuses on financial analysis (excel intensive investment and corporate financial modeling)
- Money & Banking Team Project Leader: computer intensive macro/microeconomics modeling, stock valuation, financial excel spreadsheets, and statistical analysis
- Increased ability to think critically through six “Economic Thought and History” team research projects: economic theory testing, Bond IPO , Lorenz Curve data research

EXPERIENCE

Merrill Lynch Private Banking & Investment Group; Aug - Dec 2005

Houston, Texas

Financial Analyst Intern

- Innovated, developed and completed research project gathering data, testing economic theory, comparing stock valuation models, and developing investment philosophy
- Increased standards of integrity and professionalism through Merrill Lynch environment
- Supported team (Partners, Analysts, and Associates) with ultra high net worth clients
The team oversees approximately 2.5 billion in assets
- Reworked fund model to display monthly performance for last fifteen years
- Re-documented and analyzed stock sale of 1,000,000 shares to satisfy client demands

Safeguard Pest Control; May – Nov. 2005

Nashville, TN & Houston

Sales Associate

- Recognized as number one first year sales representative in the company nationwide
- Strengthened ability to communicate, build and maintain relationships; through sales
- Earned over \$42,000 in commission sales, generated over \$130,000 in production

BYUI Economics Lab; Jan - May 2005

Rexburg, Idaho

- Researched economic data and information for Dean of Business and Communications
- Tutored individuals in microeconomic and macroeconomic principles homework
- Assisted students in accounting, econometrics, and financial coursework

BYUI Activities; June - August 2004

Rexburg, Idaho

- Managed and directed athletic volleyball league, playoffs, and banquet
- Awarded Leadership Scholarship for outstanding ability to inspire, teach and lead

Volunteer Representative LDS Church; Aug. 2000 - Sept. 2002

Tempe, Arizona

- Delivered presentations and speeches to audiences of up to 300
- Increased ability to communicate and build relationships with individuals of all ages
- Led 20 coworkers, performed evaluative/training interviews

ACHIEVEMENTS & INTERESTS

- Interests include cancer awareness, ranch work, coaching, snowboarding, and the outdoors
- Voted by senior class as “Best Athlete”, basketball captain, volleyball & badminton
- Completed five semesters of college in two years on an accelerated track
- Assisted Dentist (father) in root canal/wisdom teeth operations and various extractions
- College Basketball Player, Trading Officer in Investment Society, Tree Planter

Alberta, Canada

Mariana C. Salamanca-Cardona

65th South 1st West # 218, Rexburg Idaho, ID 83440
Cell: 208.315.2894
sal07001@byui.edu

EDUCATION

Brigham Young University - Idaho, B.S. Degree to be awarded on April 2011.

Major: Finance Economics.

Minor: Math.

Current GPA: 4.0

Universidad Catolica Boliviana, 2001-2005.

Major: Law.

Graduated with "Graduacion por Excelencia" (Summa Cum Laude equivalent).

Average Score: 92.4%

EXPERIENCE

David O. McKay Library

Night Supervisor

April 2009 - Current

Rexburg, ID

- Applied leadership skills by managing and overseeing the activities of more than 40 student employees.
- Assisted patrons with material location, check-out, computer and network issues.
- Contributed with innovative successful systems of employee scheduling and statistical record keeping.

Brigham Young University - Idaho

Teacher Assistant (Economics and Math Departments)

September 2008 - Current

Rexburg, ID

- Provided support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Assisted class instructors with maintaining student records.
- Provided instructional and clerical support for classroom instructors, allowing instructors more time for lesson planning and teaching (Math Department).

Yacimientos Petroliferos Fiscales Bolivianos

External Legal Consultor

August 2007- August 2008

Cochabamba - Bolivia

- Successfully conducted litigation in a variety of high-profile cases involving amounts ranging from \$50,000 to \$800,000.
- Collaborated in the management of the operation of a security system that ensured the fulfillment of legal requirements for natural gas and oil distributors, including state fees, insurance policies, registration, etc. involving a global amount of over \$200,000.
- Drafted, negotiated, and examined contracts and other legal documents required by the company's activities (including commercial leases, natural gas and oil emergency and standard transportation contracts, regulated natural gas and oil distribution contracts, international joint ventures, etc.).
- Supervised hiring processes according to complex specific governmental legislation.
- Outlined and reviewed decisions for consideration and adoption by company officials.
- Trusted with highly sensitive confidential information.

Salinas Gamarra Abogados (Law Firm)

Junior Lawyer

February 2006 – August 2007

Cochabamba - Bolivia

- Stood for a varied set of clients in public proceeding matters involving amounts from \$5,000 to above \$100,000.
- Met important clients and tailored strategies for trials based on specific needs and approvals of the customers of one of the top legal firms in the country.
- Took proceedings of every court-case in full. Constantly attained positive outcome for clients.
- Managed classified information.

ADDITIONAL INFORMATION

- Spanish native speaker.
- Strong analytical abilities, excellent communication and drafting skills, obsessive regard for detail, and the ability to identify and analyze issues in a fast-paced and rapidly changing business environments.
- Awarded Academic Scholarships at BYU-I and "Universidad Catolica Boliviana"
- Participated as a member of Students in Free Enterprise (SIFE) at BYU-I.
- Vice President of the Students Council in the "Universidad Catolica Boliviana".

S. Troy Jenkins

s.troy.jenkins@gmail.com

• 140 W 2nd S #73 Rexburg, ID 83440

• 775.385.8588

Education

Brigham Young University – Idaho

Bachelor of Science in Financial Economics, Accounting Minor

Awards & Positions

- Honor roll GPA of 3.76/4.00
- Academic half tuition scholarship
- BYU-Idaho Vice President's teaching assistant for International Economics
- Tutor for Advanced Financial Management
- President of the Investment Society
 - Worked with a team to develop a plan to acquire \$1.0 - \$5.0 million for society management
 - Taught members principles of investing and networking

Rexburg, Idaho
Graduation, April 2012

Experience

- Performed discounted cash flow and technical analyses on over 20 stocks
- Built a spreadsheet model that analyzes a 10 stock portfolio's beta, correlation coefficient, covariance, and efficient frontier
- Programmed in VBA using loops, forums, drop-down boxes, multiple list selections, etc.
- Created models for private and family finance that are given to every student who attends BYU-Idaho
 - Designed complex formulas to snowball debt, budget, amortize a loan, and plan for retirement
 - Presented spreadsheets on multiple occasions to classes ranging from 20-60 students
- Technical Classes: Econometrics, Excel – VBA, Financial Derivatives, Financial Accounting

Professional Experience

ACT Capital Advisors (M&A Investment Banking)

Summer Analyst – Intern

Seattle, Washington
July-September 2011

- Drafted the pitch book for a European construction company and a Vietnamese specialty grocer totaling over \$40 million in acquisition value
- Analyzed the business platform, market, and competitors for both the European and Vietnamese acquisitions
- Delivered a pitch to investors and found a company to acquire a public relations firm
- Determined potential investors by utilizing Axial Market, OneSource, and Hoovers data bases

Epic Ventures (New Technology Venture Capital Fund)

Junior Analyst – Intern

Rexburg, Idaho
January-April 2011

- Researched and analyzed the business plans, competitive landscape, and market size of two \$1.0-\$1.5 million investments
- Identified key growth drivers in the online chatting service and news industries inspiring investment decisions
- Presented recommendations to the Fund Manager based on qualitative analyses resulting in a \$1.25 million investment
- Developed a business plan, revenue model, and target market through industry trend research for an economics magazine
- Directed two teams (nine analysts) in performing due diligence work on each project

General Fence, Inc.

Assistant Manager

Elko, Nevada

Seasonally, July-September 2008 - 2010

- Increased revenues by 10% through improved management structure
- Assisted in bidding, contract signing, and project planning for contracts ranging from \$2,000-\$8,000
- Managed the construction of fences, performed the final inspection, and closed contracts with customers

The Church of Jesus Christ of Latter-day Saints

Full-Time Representative

Leeds, England

July 2006-June 2008

- Interacted with people from over 30 countries one-on-one and in large groups
- Trained three new representatives how to teach, plan, set goals, and act with professional conduct
- Conducted weekly training sessions to improve teaching skills, goal setting, and planning for experienced representatives
- Learned skills which include communication, self-improvement, accountability, time management, and plan execution

Achievements / Hobbies

- Proficient with Microsoft Office — Excel, VBA, Word, and Power Point
- Life Insurance Licensed in Nevada
- Avid Rock Climber, Snowboarder, and Dirt Biker
- Enthusiastic Golf, Soccer, and Frisbee player

JEREMY L. WARNICK

9702 North Sam Houston Pkwy E Apt. 1135 – Humble, TX 77396 – 208.392.8698 – jeremywarnick@gmail.com

ACADEMIC EXPERIENCE

Brigham Young University-Idaho

Bachelor of Science in Financial Economics

Rexburg, Idaho

Graduated April 2011

- Major GPA 3.9/4.0; Cumulative GPA 3.9/4.0; Magna Cum Laude
- University full tuition academic scholarship and University Award of Excellence based on academic merit
- Newel K Whitney Scholar Award given to graduate exemplifying great diligence in the pursuit of excellence
- 1st place in annual BYU-Idaho College of Business elevator pitch competition; competed against 40 teams
- 98th percentile on ETS Economics Major Field Test, administered nationwide to over 5,500 university seniors

PROFESSIONAL EXPERIENCE

Merrill Lynch Private Banking and Investment Group

Senior Financial Analyst- Customized and Structured Solutions

Houston, Texas

June 2012-Present

- Consult ultra-high-net-worth clientele regarding equity, fixed income, option and OTC derivative strategies
 - Monitor a variety of financial markets to develop tactical and strategic trade ideas to communicate to clients
 - Lead business segment generating over 30 percent of team profits; Grew profits 29 percent first year in role
 - Promoted to client-facing consultation role after only one year; Normal promotion track is over three years
 - Adept at using Bloomberg Professional for investment research, trade management and portfolio management
 - Participate on team's investment committee which directs the investment of over \$3 billion in client assets
- Financial Analyst- Investment Research and Management* May 2011-June 2012
- Co-managed 12 discretionary strategies investing \$700 million in client assets across fixed income & equities
 - Employed multiple fundamental and technical analysis tools to identify attractive investment opportunities
 - Developed risk management tools to assess real-time performance and attribution within investment strategies
 - Led due diligence and tracking of third-party fund managers who supplement internally managed strategies
 - Prepared monthly marketing presentations communicating strategy performance, positioning and attribution

Epic Ventures and Eastern Idaho Entrepreneurial Center

Rexburg, Idaho

Junior Analyst- Consulting Intern

January 2011-April 2011

- Consulted early-stage educational technology start-ups; Developed business plans and long-term strategy
- Managed two teams and eight analysts; Led due diligence assessing addressable markets and competition
- Presented business plans to angel investors resulting in one company receiving a growth capital investment

Brigham Young University-Idaho

Rexburg, Idaho

Academic Consultant and Teaching Assistant

September 2009-April 2011

- Consulted over 200 students in Finance, Accounting and Economics (Micro, Macro and Managerial)
- Developed an online consulting platform which drastically reduced costs of delivering consulting services

College CarePacks

Rexburg, Idaho

Entrepreneurial Co-Founder

September 2008-April 2011

- Founded and franchised online care package business targeting college markets and utilizing local suppliers
- Oversaw all offline business operations including supplier sourcing, product design and client acquisition

LEADERSHIP & EXTRACURRICULAR EXPERIENCE

Church of Jesus Christ of Latter-day Saints

Houston, Texas

Men's Organization- Vice President

June 2012-Present

- Organize regular community service projects, fellowshipping activities and instruction for group of 40 men

Junior Achievement

Houston, Texas

Volunteer Classroom Instructor

June 2011-Present

- Teach principles of finance, entrepreneurship and career awareness to underprivileged elementary students

Real Men Can Read

Houston, Texas

Volunteer Classroom Reader and Mentor

September 2011-Present

- Visit elementary schools in low-income neighborhoods to read books with and mentor at-risk youth

Church of Jesus Christ of Latter-day Saints

Tacoma, Washington

Volunteer Full-time Humanitarian Service Leader

February 2006-February 2008

- Worked 80-plus hours per week performing service, providing skills training and leading religious instruction
- Supervised 150 peer volunteer representatives and provided monthly trainings in personal success skills

OTHER ACHIEVEMENTS & INTERESTS

- Earned Eagle Scout Award; Avid outdoors person and regular participant in organized sports