

William Sewell

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Education

University of Wisconsin-Madison

Madison, WI

Bachelor of Science, December 20xx

Major: Economics

Certificate: Computer Science

GPA: 3.3/4.0

Relevant Courses: Money and Banking · The Financial System · Wages and the Labor Market · Econometrics · Financial Reporting I & II (Accounting) · Database Management Systems (Computer Science)

Banking Experience

PNC

Pittsburgh, PA

Corporate and Institutional Banking Intern

May 20xx-August 20xx

- Collaborated with underwriters to develop relationship profitability models and assigned a grade to the liquidity and solvency of each company based on an analysis of their financial statements
- Researched over 100 local companies and developed reports in order to provide a recommendation to relationship managers on the quality of the prospective customer
- Assisted relationship managers in managing current client accounts between \$10 and \$50 million by meeting with the CEO, CFO, or management and creating presentations about the customer's banking history with PNC

Associated Bank

Oshkosh, WI

Customer Service Representative

May-August, 20xx-20xx

- Assisted members with financial transactions, resolve member issues, and match financial services to meet members' needs
- Cross sold and referred bank products and services to specific customers through needs identification to maximize profitable relationship
- Provided excellent customer service by processing transactions accurately and promptly

Leadership and Customer Service Experience

University of Wisconsin-Madison: Research and Sponsored Programs

Madison, WI

Administrative Team Intern

October 20xx-Current

- Provide administrative support for an office that manages up to \$300,000 a day in research revenue
- Process award modifications of Federal and Non-Federal research grants
- Develop strategies with an administrative team for taking inventory of over 50,000 accounts with ongoing contractual agreements

Visitor & Information Programs

Madison, WI

Tour Guide

January 20xx-October 20xx

- Guided up to 4 campus tours per week for groups between 5 and 40 people and engaged audiences in a unique and relevant tour
- Served as a campus ambassador to prospective students, alumni, and other campus visitors

Morgridge Center for Public Service

Madison, WI

Volunteer Coordinator

May 20xx-December 20xx

- Coordinated volunteer opportunities for UW-Madison students to volunteer throughout the community
- Provided leadership and training to volunteers

Badger Volunteer

September 20xx-May 20xx

- Tutored 30+ elementary and middle school students in mathematics and reading