

Thomas Miccali

FINANCIAL SERVICES

1234 5th Ave ▪ New York, NY 10010

(212) 123-4567

✉ ThomasMiccali@aol.com

Diligent and assertive *Marine Corp Veteran* and *Hofstra Graduate* with a *Bachelor's Degree in Finance* and completed coursework in: finance, economics and business and a sincere interest in the financial markets.

Strong leader and mentor who others refer to for: guidance, strength and encouragement in overwhelming, uncertain situations. Articulate communicator and concise presenter.

Demonstrated expertise includes: performing in collaborative team environments, leadership and astute crisis dilemma solving skills with adaptability to rapid changes in fast paced, high pressured surroundings.

VALUE ADDED

Leadership/Mentoring ▪ Problem Diagnosis/Resolution ▪ Quality Control ▪ Variance Analysis ▪ Client Services Relationship Development/Management ▪ Sales ▪ Special Event Coordination ▪ Subordinate Evaluations Bloomberg ▪ Microsoft Office ▪ Word ▪ *Excel ▪ PowerPoint ▪ Outlook

EDUCATION

New York University ▪ Stern School of Business – New York, NY

Bachelor of Business Administration ▪ Finance ▪ 2011

**Dean's List ▪ 2010/2011*

C. W. Post – Brookville, NY

Associates Degree ▪ Criminal Justice ▪ 2009

MILITARY

United States Marine Corp Reserve ▪ 1st Battalion ▪ 23rd Marine Regiment ▪ Corporal ▪ 06/2001- 08/2007

**Recipient of three promotions: Private → Private 1st Class → Lance Corporal → Corporal*

DUTIES ▪ FUNCTIONS & RESPONSIBILITIES

- Classified Information Correspondent
- Combat Action Veteran
- Cross Trained with Diverse Units
- Equipment Troubleshooter
- Evaluated Subordinates
- Military Occupation – Field Radio Operator
- Safeguarded Sensitive/Top Secret Equipment
- Secret Level Security Clearance
- Squad Leader
- Supervised Eight Junior Marines

**Meritorious Promotion to Corporal*

**Certificate of Commendation ▪ Superior Performance of Duty as Field Communication Operator*

**Meritorious Mast Award ▪ Field Communication Operator as Tactical Air Control Party Member*

PROFESSIONAL EXPERIENCE

Major Financial Institution – New York, NY

Intern to Financial Planner

02/2011 – 06/2011

- Unpaid internship working with Senior Financial Planner with \$110 million assets under management.
- Evaluated/analyzed information, trends/performance utilizing Excel, and PowerPoint for presentations.
- Attended client and internal meetings, scheduled consultations and reviewed financial and economic news as it related to the markets and its impact on investments.
- Interacted and communicated with mutual fund portfolio managers for new investment opportunities.

Mangia Al Fresco – New York, NY

Server

09/2007 – 12/2010

- Consistently ranked as a top server incorporating excellent customer service and communication skills.