

Jane Smith

1420 N. Charles St. Phone xxx-xxx-xxxx
Baltimore, Maryland Email jane.smith56@ubalt.edu

PROFESSIONAL SUMMARY

International Business student with 5 years of experience working in team based and support environments. Now seeking an entry level program management position.

CORE QUALIFICATIONS

- Client management databases
- Create and update financial models
- Professional communication and attitude
- Analytical skills
- Detail oriented with the ability to multi-task
- Excellent presentation skills

EDUCATION

University of Baltimore, Baltimore, MD
B.S. in Business Administration, International Business

May 20XX

RELEVANT COURSEWORK

- International Business
- International Financial Management
- Macro and Micro Economics
- Strategic Management
- Statistics
- Business Ethics

EXPERIENCE

World Trade Center Institute, Baltimore, MD

June 20XX – Dec. 20XX

Program Management Intern, Emerging & Developing Global Executives (EDGE) Program

- Participated in the process of developing and executing program sessions management and logistics
- Researched Maryland's top international companies and industries
- Utilized client management databases, such as Salesforce and Access
- Performed research on strategic alliances and potential new sources of revenue building
- Assisted with EDGE participant retention and composition analysis
- Communicated with potential participants and sponsors
- Attended WTICI networking events

Baruch Bank, Baltimore, MD

June 20XX – Aug. 20XX

Finance Intern

- Assisted with financial analysis for global assets and marketing sizing
- Developed flow charts, processed documents and reviewed metrics

CitiFinancial, Baltimore, MD

June 20XX – Aug. 20XX

Intern

- Performed basic coding and designing for the company's program, Maestro with basic java coding
- Filed and typed memos to supervisors detailing activities for the day
- Conducted meetings with supervisors and school counselor weekly reviewing learning outcomes and projects