

# JANE DOE

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Baltimore, MD

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## SUMMARY

Recent University of Baltimore graduate possessing over 5 years of management experience. Seeking to utilize technology skills within the finance industry.

## RELEVANT SKILLS

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**Technology:** C++, Java, Microsoft Office Suite (Excel, Word, Power Point, Access)

**Skills/Qualities:** math; financial principles; critical/creative thinker; leadership; adaptable; intellectual curiosity; extrovert; basic Spanish

## EDUCATION

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University of Baltimore, Baltimore, MD

May 2017

### **Bachelor of Science, Business Administration, Entrepreneurship**

Dean's List Fall 2013 – Spring 2017, graduated Cum Laude

Member, National Society of Leadership and Success

GPA: 3.75

### **Relevant Coursework:**

- Triangular Arbitrage, Portfolio Management, Excel Pivot Tables, Hedging, Capital Management, Data Analysis, Multiple Regression, Integrals, Derivatives, Security Valuations, Corporate Capital Budgeting, Amortization, Depreciation, Return on Investment

## RELEVANT PROJECTS

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### **Financial Management**

- Financial statement analysis and forecasting
- Time Value of Money
- Cost of capital and capital structures
- Traditional, international, and ethical approaches to financial decision-making

### **International Financial Management**

- Studied Exchange rate risk exposure and the careful management of financial instruments for hedging for currency risk
- Evaluated the expanding global market to understand long-term financing and investment decisions

### **Strategic Management**

Analysis of corporation structure

- Evaluation of factors that affect corporate growth and ability to accomplish goals. environmental, resources and capabilities
- Key success factors and competitive forces

## WORK EXPERIENCE

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**Manager**, Green Turtle Bar and Grill, Bel Air, MD

January 20xx – May 20xx

- Managed employees, managed finances, created daily revenue reports, dealt with customer relations, daily operational issues, and handled multiple tasks at once

**Sales Manager**, Keystone Enterprises, Baltimore, MD

May 20xx – November 20xx

- Created contracts for clients, sold and pitched contracts to potential clients, managed accounts, and processed payments