

JOHN DOE

Baltimore, MD
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PROFESSIONAL SUMMARY

Enthusiastic finance student seeking to utilize skills in business management, information processing, and financial document preparation to support the needs of a growing firm.

CORE QUALIFICATIONS

- Financial acumen
- Team oriented and adaptable
- Exceptional attention to detail
- Ability to multi-task
- Proficient with Microsoft Word/Excel
- Excellent communicator and self-starter

EDUCATION

B.S. in Business Administration, Finance, University of Baltimore, Baltimore, MD May 20XX
Member of Phi Theta Kappa Society, Omicron Theta Chapter

Related Coursework:

- Financial Management
- Fundamentals of Income Taxation
- Macro and Micro Economics
- Intermediate Accounting
- Statistics
- Business Ethics

RELEVANT EXPERIENCE

Analyst Intern, Morgan Stanley, Baltimore, MD Jan. 20XX- Present

- Gather and synthesize financial and operating information about companies, industries and governments
- Create and update financial models
- Gather market data to analyze trends and help value and price transactions
- Draft presentations and memoranda for an audience within the Firm and the financial services industry

Payroll/Administrative Assistant, Extra Corporation, Baltimore, MD July 20XX– Present

- Provide precise payroll calculations for 50 employees
- Create documents such as correspondence, drafts and emails and prepare bi-weekly invoices
- Open, sort, and distribute incoming messages and correspondence
- Assist with onboarding training by educating new employees about timesheet procedures and protocols

ADDITIONAL EXPERIENCE

Marketer, SUMMIT HOME REMODELING, Baltimore, MD June 20XX - August 20XX

- Managed the company's social media profiles and presence to include Facebook, Twitter, and LinkedIn
- Utilized Hubspot, an inbound marketing platform used to recruit and attract customers
- Worked collaboratively with a team of three marketers to help distribute content
- Tracked, measured, and analyzed all initiatives to report on social media ROI

LEADERSHIP

President, Finance Student Association Fall 20XX- Present

- Provide leadership and delegate tasks to group members
- Organize community fundraising events, such as the Walk for Life in Spring 2018