

# NAME

TITLE  
000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Finance and Accounting Intern - Company / Location

MONTH YEAR - Present

- Job Description: Worked collaboratively with banking professionals to manage bank reconciliations, organize and process purchase orders, and perform account and business analyses
- Results: Earned 93% satisfaction on my exit survey, collected and reviewed over 100,000 market data documents, and processed over 20,000 purchase orders
- Additional Competencies: Collected and reviewed the company's national market data and global market research and presented at and presented things
- Other: Performed office tasks and managerial duties

### Financial Coach - Company / Location

MONTH YEAR – MONTH YEAR

- Job Description: Launched and developed a financial coaching practice to help college students manage their budgets, build credit, and arrange investment portfolios
- Results: Worked with over 30 students with high satisfaction rates and earned over \$5,000 in monthly revenue
- Additional Competencies: Managed a business, including bookkeeping, marketing, sales, and operations
- Other: Currently developing an app for my clients to log their expenses and track budgets more efficiently

### Project Experience

- Finance App: Collaborated with six other students to build and launch a budget-tracking app for businesses and teams that over 1,000 companies now use
- Finance Club: Founded and managed a Finance Club through college with over 40 members and organized a trip to major Wall Street firms
- School Senate Treasury: Acted as Treasurer for the school senate for three years and maximized budget efficiency by 25%

## Education

### Bachelor of Arts in Economics - Cal State

MONTH YEAR

- GPA: 3.98
- AWARD
- AWARD

### Minor in Computer Science - SCHOOL

May 2009

- GPA: 4.0
- Built a finance app as part of my capstone project

### High School Diploma - Berkeley High School

May 2009

- GPA: 3.6
- Scholarship to Cal State

## Skills

### Expertise

- Intrinsically motivated
- Creative
- Hard-working
- Methodical and data-driven
- Effective communicator and leader

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Certified Management Accountant (CMA)
- Chartered Investment Counselor (CIC)
- Six Sigma Black Belt