

NAME

TITLE

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

Profile

Highly motivated and eager individual ready to take on investment banking outside of an internship. With a track record of proven results throughout my internship, I'm ready to take on a legitimate position to drive business, grow my financial skills, and grow with a company throughout my career.

Experience

Investment Banking Intern - Company / Location

MONTH YEAR - Present

- Conducted market analysis to locate potential investments clients might be interested in acquiring or merging with.
- Assisted in leading and executing client transactions.
- Negotiated with the other party, documenting everything and handing out reports on the company's processes.
- Developed relationships with current clients to ensure they're as strong as possible and they're not at risk for taking their business elsewhere.
- Collaborated with other investment banking professionals to discuss goals, what transactions were stalling, and how to keep everything moving.

Analyst at an Investment Bank - Company / Location

MONTH YEAR – MONTH YEAR

- Prepared pitches and presentations to clients and senior investment bankers.
- Provided documents, research, and other information on investment trends.
- Conducted market research to study market trends, regulatory changes, and developments that must be shared with investment bankers.
- Supported internal and external communication by creating memos, reports, and presentations for management.
- Collaborated with the investment banking team on goals, deadlines, pending transactions, and coordinating tasks to help transactions go smoothly.

Project Experience

- Managed marketing procedures to get new clients for the company.
- Handled the entire M&A, I was able to bring in an increase in business by 15%.

Education

Bachelor's Degree in Finance - University of Tampa

MONTH YEAR

- GPA: 4.0
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Financial analysis and modeling
- Presentation skills
- Market research skills
- Teamwork and collaboration
- Excellent written and verbal communication

Licenses & Accreditations

Licenses & Accreditations

- [Financial Industry Regulatory Authority \(FINRA\) Series 79](#)