

NAME

TITLE

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

Profile

Credentialed, qualified budget manager seeking a full-time treasurer position where I can leverage my passion for financial planning and my skills as a businessperson and negotiator.

Experience

Budget Manager - Company / Debate Club

MONTH YEAR - Present

- Job Description: I was the treasurer for my high school debate club and budget manager for the college debate team, managing budgets of over \$50,000.
- Results: Improved participation by 11% in high school and 24% in college, reduced expenses by 34%.
- Additional Competencies: Communicated regularly with members, led a weekly budget meeting, and taught financial planning workshops.
- Other: Organized financial documents for the debate club and implemented a new data management software service.

Receptionist - Bank/ Location

MONTH YEAR – MONTH YEAR

- Job Description: Served as a receptionist at the bank, managed customer relations, planned and scheduled meetings, and carried out office tasks.
- Results: Improved efficiency by 13%, reduced costs by 15% and contributed to acquiring 34 elite customers.
- Additional Competencies: Planned and delivered two financial literacy workshops for customers.
- Other: Planned and managed two large-scale events for the bank and led a social media campaign.

Project Experience

- Financial Coach: Offered freelance financial coaching for five years, helping clients to compile and manage their budgets.
- Community Organizing: Regularly volunteer with the local NAACP chapter for event planning and budget management.
- Research: Currently researching foreign economic policies for my undergraduate thesis.

Education

Bachelor of Arts in Politics - University of Michigan

MONTH YEAR

- GPA: 4.0
- Minor in Communications

High School Diploma - Clearwater High School

May 2009

- GPA: 4.0
- Class valedictorian

Skills

Expertise

- Budget Management
- Foresight and planning
- Organization
- Leadership
- Communication

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Project Manager
- Certified Negotiation Master
- Certified Financial Planner