

OBJECTIVE

To secure a position as Corporate Finance Intern with Pepsi Bottling utilizing financial analysis, budgeting and leadership skills.

EDUCATION

Bachelor of Science, Finance **May 20XX**
Arizona State University, Tempe, Arizona
GPA 3.98/4.0, Dean's List 3 years
Member of the Parks & Recreation Student Association

RELEVANT COURSES

Investments	Corporate Finance	International Finance
Financial Accounting	Business Leadership	Macro-Economics

COURSE PROJECT

Financial Analysis of the U.S. Airline Industry **Spring 20XX**
Arizona State University, Phoenix, AZ

- In a team of 4, researched 10 significant U.S. airline corporations in terms of their financial history, relative performance, and upcoming business plans
- Determined the relative strength of each of these corporations in terms of investment opportunities and presented findings in a 15 page comprehensive report and 30 minute presentation

RELEVANT EXPERIENCE

Finance Assistant, XYZ Financial Advisors, Scottsdale, AZ **June 20XX – Present**

- Conducted research of investment trends in the stock and bond markets including individual investments and overall macro direction of the market
- Created reports for financial advisors detailing researched trends that could then be used in their work with clients
- Observed client meetings in order to gain an appreciation for the work of a financial advisor

Physical Fitness Assistant, Arizona Technical High School, Phoenix, AZ **September 20XX – May 20XX**

- Conducted physical fitness assessments for 20 high school students per month
- Planned, instructed and supervised physical fitness activities while monitoring revenue and operating expenses
- Chaperoned monthly out-of-town activities insuring safety of all participants

Sales Assistant/Cashier, Arizona State University, Phoenix **February 20XX – July 20XX**

- Improved customer relations skills by assisting students and other customers with identification, selection and purchase of books and accessories at college bookstore
- Selected and arranged appropriate items in store displays boosting semester sales by 15%
- Demonstrated strong communication and relationship building skills using telephone and computer to expedite challenging orders and sales in a professional manner

SKILLS

Excellent Verbal and Written Communication	Proven Organization and Time Management
Intermediate Proficiency in Spanish	Demonstrated Team Player and Leadership
Knowledgeable of Microsoft Office applications	Strong Researcher

