

# JOHN DOE

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## EDUCATION

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**Master of Science in Business- Finance** Dec. 20XX

*University of Baltimore*, Baltimore, MD

GPA: 4.0

**Bachelor of Science in Business Finance & Management** Dec. 20XX

*Bloomsburg University*, Bloomsburg, PA

GPA: 3.82

## FINANCE EXPERIENCE

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**Financial Analyst**, Blue Cross Blue Shield, Finance Division May 20XX – Mar. 20XX

- Perform detailed general ledger research and analysis on financial data
- Identify and resolve misclassified expenses within the general ledger and sub-ledger systems(fixed assets, accounts payables, purchase orders)
- Analyze monthly budget to actual reports and research variances for the divisions
- Prepare correcting journal entries for account reconciliations
- Assist senior analysts with annual budget by entering budget data in Hyperion and performing necessary budget modifications and create adhoc reports in Oracle

**Research Intern, Economic Alliance of Greater Baltimore**, Baltimore, MD May 20XX – Present

- Researched & gathered data on businesses involved with financing, intellectual property, federal laboratories
- Called companies for collection and confirmation of specific financial data
- Created excel database of over 150 businesses' data to assemble a resource guide for entrepreneurs

**Professional Consultant, Baltimore Opportunity Center**, Baltimore, MD Jan. 20XX – Mar. 20XX

- Assisted clients in developing marketing and financing objectives to increase and promote business
- Created marketing and financing business models
- Analyzed and research target markets

**Intern, Schweitzer Financial Services**, Lancaster, PA May 2010 – Jul. 20XX

- Contacted clients to aid in financial matters and arranged meetings to ensure proper assistance
- Maintained client confidentiality by updating the database and managing specific files

**Intern, ADI Advisors**, Bethlehem, PA Dec. 20XX – Jan. 20XX

- Maintained client database with Microsoft Office and EClient Relationship software,
- Assisted Financial Advisors in business development

## ADDITIONAL EXPERIENCE

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**Sales Associate, Marshall's**, Bloomsburg, PA Jun. 20XX – Jun. 20XX

- Assisted management with orientation programs for new hires
- Provided customer service to store clientele while supervising sales floor

## ACTIVITIES

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- **Treasurer**, Outdoors Club Sept. 20XX - Present
- **Secretary**, Financial Management Association Aug. 20XX – May 20XX
- **Treasurer**, Student Government Association Sept. 20XX – Jan. 20XX