

John Smith

Phone: xxx-xxx-xxxx Email: johnsmith1889@ubalt.edu

Baltimore, Maryland 21201

PROFESSIONAL SUMMARY

Business Administration student with 5 years of experience working in team based and support environments. Seeking an entry-level financial advisor position to gain experience in the industry.

CORE QUALIFICATIONS

- Financial analysis
- Developing flow charts and reports
- Create and update financial models
- Detail oriented and self-starter
- Excellent customer service skills
- Ability to develop presentations

EDUCATION

University of Baltimore, Baltimore, MD

May 20XX

Bachelor of Science in Business Administration

RELEVANT COURSEWORK

- Financial Management
- Fundamentals of Income Taxation
- Macro and Microeconomics
- Intermediate Accounting
- Statistics
- Business Ethics

EXPERIENCE

University of Baltimore, Baltimore, MD

March 20XX – May 20XX

Student Assistant

- Participated in a recruitment campaign by contacting and educating prospective students through the phone
- Conducted outreach and marketing tables during routine open house events at the University as well as local high schools
- Documented phone calls and responses from outreach that was reported to the director of admissions

Baruch Bank, Baltimore, MD

June 20XX – August 20XX

Finance Intern

- Assisted with financial analysis for global assets and marketing sizing
- Developed flow charts, processed documents and reviewed metrics

CitiFinancial, Baltimore, MD

June 20XX – August 20XX

Intern

- Performed basic coding and designing for the company's program, Maestro with basic java coding
- Filed and typed memos to supervisors detailing activities for the day
- Conducted meetings with supervisors and school counselor weekly reviewing learning outcomes and projects