

# Jane Smith

Baltimore, Maryland

Phone xxx-xxx-xxxx Email [jane.smith56@ubalt.edu](mailto:jane.smith56@ubalt.edu)

---

## **PROFESSIONAL SUMMARY**

International Business student with 5 years of experience working in team-based and support environments. Seeking an entry-level program management position.

## **CORE QUALIFICATIONS**

- Client management databases
- Create and update financial models
- Professional communication and attitude
- Analytical skills
- Detail oriented with the ability to multi-task
- Excellent presentation skills

## **EDUCATION**

University of Baltimore, Baltimore, MD

May 20XX

**Bachelor of Science in Business Administration, International Business**

## **RELEVANT COURSEWORK**

- International Business
- International Financial Management
- Macro and Microeconomics
- Strategic Management
- Statistics
- Business Ethics

## **EXPERIENCE**

World Trade Center Institute, Baltimore, MD

June 20XX – December 20XX

**Program Management Intern, Emerging & Developing Global Executives (EDGE) Program**

- Participated in the process of developing and executing program sessions management and logistics
- Researched Maryland's top international companies and industries
- Utilized client management databases, such as Salesforce and Access
- Performed research on strategic alliances and potential new sources of revenue building
- Assisted with EDGE participant retention and composition analysis
- Communicated with potential participants and sponsors
- Attended WTCI networking events

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