

First Name Last Name

firstnamelastname@moravian.com, 555-555-5555, linkedin.com/in/firstnamelastname

Education

Moravian College, Bethlehem, PA

Bachelor of Arts in management, minor in Spanish, May 20XX

GPA: 3.0 in major

Courses: Consumer Behavior, Managerial Finance, Human Resource Management, Investment and Portfolio Theory, Spanish Conversation and Contemporary Life

Related Experience

Financial Management Intern, Merrill Lynch, Mount Laurel, NJ, January-May 20XX

- Created a presentation report including spreadsheets which was adopted as the standard format by office brokers.
- Updated and maintained trading activity in spreadsheets for clients.
- Researched specific Value Line reports and performed clerking tasks for brokers.
- Communicated with prospective customers via phone and direct mail.

Secretary, Economics & Business Club, Moravian College, September 20XX-present

- Recorded notes for 10 meetings a semester.
- Designed and maintained web page using Wordpress.

Member, Economics & Business Club, Moravian College, January 20XX-present

Fund Manager, Amrhein Investment Club, Moravian College, April 20XX-January 20XX

- Gained hands-on experience in the field of investments as part of a group that manages over \$1.3 million.
- Managed Small Cap Fund that consisted of 9 members. Met weekly to discuss current holdings and present ideas for future purchases or sales of stocks and bonds.
- Co-organized trips to the New York Stock Exchange and the Federal Reserve Bank.

Skills

Computer: MS Excel, MS Access, MS Word, Quattro Pro, Paradox, WordPerfect, Lotus Notes, Freelance Graphics, Google applications

Languages: Spanish (fluent), French (conversational)

Leadership

Student Ambassador, Twenty Six Point Ambassadors, April 20XX-present

- Led on-campus tours for prospective students as part of team of 26 students that were nominated and selected by professionals in Enrollment Management.
- Represented Moravian College at special recruiting events.

Additional Experience

Cashier, Gap Outlet, Tannersville, PA, Summer 20XX

- Controlled cash drawer of more than \$5,000
- Provided excellent customer service and worked effectively with diverse staff

Involvement: Black Student Union (Fall 20xx-Present), Accounting Club (Spring 20xx-Present)