

# Before

## New Grad 2

[your\\_name@marist.edu](mailto:your_name@marist.edu)  
(555)-555-5555

### College Address

# Street Address  
City and State, 55555

### Home Address

# Street address  
City and State, 55555

**OBJECTIVE:** *To obtain an internship dealing with finance at a global financial services company that will provide exposure and insight into a professional business environment.*

**ATTRIBUTES:**  PROVEN BUSINESS SKILLS  MULTI-TASKING TEAM PLAYER  
 CONSISTENT PRODUCER / QUICK TO LEARN  EFFECTIVE COMMUNICATOR  
 ORGANIZED PLANNER / DECISION-MAKER  INTERACT POSITIVELY AT ALL LEVELS

**EDUCATION:** **Marist College**, Poughkeepsie, NY  
**Bachelor of Science degree**, May 2008  
**Current GPA- 3.35**

**Major:** Business Administration **Concentration:** Finance **Minor:** Economics

- **KEY COURSES:** Financial Management, Public Finance, Investment Analysis, Corporate Finance, Operations Management, Human Resource Management, Marketing Management, Legal Foundation of Business, Organizational Behavior, Macro/Micro Economics, Statistics, Calculus

**School Name High School.** City, NY.

**Academic Diploma-** Graduated June 2004 with a New York Regents Diploma

**SKILLS:** Microsoft Excel; PowerPoint; Quicken; Windows; Computer Literate

### **EMPLOYMENT:**

**Company Name, City, New York** (Summer 04-Current)

- Sales Representative.

**Brokerage Firm Name, City, New York** (Fall and Winter, 05-06)

- Worked with a team of Financial Advisors and President of the Poughkeepsie Branch.
- Assisted advisors in organizing and updating client data and portfolios.
- Learned and utilized the Merrill Lynch Equity, Fund, and Bond scanner.
- Learned and utilized the Merrill Lynch Client Relationship Management software.
- Maintained client files with database and prepared documents for client meetings.
- Assisted Advisors set up 401k and IRA accounts for new clients.

**Company Name, City, New York** (Spring-Summer 06)

- Worked with company's Managerial Accountant.
- Created and updated spreadsheets in Finance Department.
- Worked with Income Statements, Balance Sheets, made adjustments to Financial statements, and bank Recs.

**ACTIVITIES:**  S.I.F.E- Students in Free Enterprise... Member  
 Marist Business Club... Member

**REFERENCES:** Excellent references provided upon request.

## New Grad 2

[Yourname@marist.edu](mailto:Yourname@marist.edu)  
(555)-555-5555  
Your City NY. 55555

# After

**EDUCATION** **Marist College, Poughkeepsie, New York**  
**Bachelor of Science, May 2008**  
**Major: Business Administration with a concentration in Finance**  
**Minor: Economics**

### **EMPLOYMENT**

**Company Name, City, New York**

**Summer 2004 – present**

*Sales Representative*

- Develop new business via outside sales and canvassing
- Process orders
- Onsite setup of products and filing systems for new customers
- Troubleshoot customer issues
- Attend job fairs for recruiting new staff

**Company Name, City, New York**

**Spring-Summer 2006**

*Accounting and Human Resources Intern*

- Researched competitors health benefits for comparison study for Senior Management
- Updated and prepared benefits packages for 220 employees
- Created and updated excel spreadsheets in Finance Department
- Checked accuracy of Income Statements and Balance Sheets for sector businesses
- Bank Reconciliations

**Brokerage Firm Name, City, New York**

**Fall and Winter 2005-2006**

*Wealth Management Intern*

- Worked with a team of Financial Advisors and President of the Poughkeepsie Branch.
- Organized and updated client trades and portfolios.
- Participated in case studies using the Merrill Lynch Equity software, creating and allocating investment portfolios for clients
- Maintained client files
- Prepared product information for sales meetings
- Assisted Advisors set up 401k and IRA accounts for new clients

### **COMMUNITY SERVICE**

**S. I. F. E. Students In Free Enterprise**

*Chairman and Project Manager*

- Participate in executive team meetings for project planning and development
- Solicit community entrepreneurs to participate in regional business fair
- Supervise financial literacy education project with inner city high school students
- Teach courses on the understanding of the fundamentals of capital markets and finance

### **ACTIVITIES**

Marist Business Club, Intramural Flag Football, Intramural Basketball, Softball, Soccer

### **COMPUTER SKILLS**

Microsoft Excel, PowerPoint, Quicken, Safeguard Business Systems

### **REFERENCES**

Provided upon request