

# First Middle Initial Last Name

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## Education

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**St. Bonaventure University, St. Bonaventure, NY** Anticipated Graduation Date May 20XX  
**Bachelor of Business Administration in Finance**

- Recipient of the St. Bonaventure University Enchanted Mountain Scholarship

**American University, Washington, D.C.** Spring 20XX

**Washington Semester Participant with a specific focus on Economic Policy**

- Recipient of the Dean's Scholarship

## Experience

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**Morgan Stanley, New York, NY** Summer 20XX

**Investment Banking Intern**

- Helped prepare pitch books for client presentations including shareholder information, earnings vs. expectations, and indexed stock pricing graphs as member of Financial Institutions Group team
- Built financial models for leveraged buyouts and credit review
- Researched potential investors, buyers, and acquisition targets
- Used Bloomberg to prepare graphs on daily market performance and earnings estimates

**New York City Economic Development Corporation, New York, NY** Summer 20XX

**Internal Audit Intern**

- Reviewed and analyzed legal documents to synchronize fiscal information among departmental databases
- Prepared audit information to be sent to independent auditors at close of fiscal year

## Leadership

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**Student Government Association (SGA), St. Bonaventure, NY** 20XX to Present

**Treasurer**

- Write SGA's budget for fiscal year; manage all accounting transactions for 120+ student organizations
- Oversee application and allocation process of three SGA Cabinet funds for student body at large; assist organizations with fiscal needs

**Student Finance Committee Member**

- Allocated \$500,000 student activities budget for college's student organizations as part of a 15-person team

**St. Bonaventure University, St. Bonaventure, NY** Fall 20XX

**Peer Mentor for Incoming Freshmen**

- Instructed freshmen orientation classes on study habits and ethics
- Assisted freshmen with the transition to college life

## Skills

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- Microsoft Excel, PowerPoint, Publisher, Word, Internet search tools and browsers, Bloomberg, Mathematica, and SPSS
- Fluent in Spanish