

# First Last

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## EDUCATION

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### **Bachelor of Science in Business Administration**, May 20XX

The University of Alabama in Huntsville, College of Business, Huntsville, AL

Major: Finance Minor: XXXX

GPA: 3.46/4.0(or Major GPA) (*List GPAs if 3.0 or above*)

Dean's List, President's List, University Honors College

## STUDY ABROAD

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### **Florence University of the Arts (FUA)**, Florence, Italy, Summer 2013

- Can include optional bullet discussing academic courses completed and travel locations

## COURSE WORK EXPERIENCE

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**Intro to Accounting:** Studied accounting and financial reporting concepts in financial decisions

**Financial Institutions and Markets:** Consistently reviewed FOMC statements and effects of decisions on financial institutions

**Business Finance:** Established framework for making financing, investing, and dividend decisions

## PROJECT EXPERIENCE

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### **Organizational Theory and Behavior** (MGMT 300), Spring 2013

*Case Study*, The University of Alabama in Huntsville, Huntsville, AL

- Researched 4 companies' 10K reports to determine profitability and marketability
- Collaborated with 6 team members to compose final report and recommendations utilizing Excel and PowerPoint
- Placed 4<sup>th</sup> in overall class competition for professional presentation

## WORK EXPERIENCE

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### **UAH College of Business Student Services**, *The University of Alabama in Huntsville*, Huntsville, AL

*Student Assistant*, January 2013 – Present

- Serve as liaison between 500 undergraduate students and 2 academic advisors
- Work alongside the Associate Dean and Director of Marketing

### **Raymond James**, Huntsville, AL

*Intern, Asset Management*, Summer 2012

- Learned fundamentals of providing services to high net worth individuals, businesses, and non-taxable institutions
- Attended weekly investment committee meetings
- Worked with Zephyr and Bloomberg to help analyze various funds/stocks

## LEADERSHIP

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### **Finance Association**, *The University of Alabama in Huntsville*, Huntsville, AL

*Student Vice Chair*, March 2012 - Present

- Coordinate speakers and events geared towards educating students on issues within the state of Alabama
- Manage and facilitate a mentor program for 25 newly selected students

## ACTIVITIES, SERVICE, HONORS

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**Member:** ODEI Connections, Alpha Kappa Psi, Honors College Mentoring Program, Student Government Association

**Service:** Habitat for Humanity, Meals on Wheels

**Honors:** Honor Society, Special Achievement Award in Economics

## SKILLS & QUALIFICATIONS

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Microsoft Office Suite; Bloomberg; Zephyr StyleADVISOR