

SAMPLE STUDENT

Palatine, IL 60067

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Financial Analyst

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science, Business Administration Degree –

Financial Management

Expected Graduation May 20xx

RELEVANT COURSEWORK

Business Law

Financial Accounting

Financial Institution Operations

Financial Statements

Interpretation and Analysis

International Finance

EXPERIENCE

JP Morgan Chase Bank, Palatine, IL

August 20xx to Present

Client Assistant/Teller

- Provide positive customer banking experiences by answering questions and handling financial transactions efficiently and accurately
- Interact with branch bankers and team members to introduce customers to financial services offered by Chase
- Examine checks for endorsements and verify other information such as dates, bank names, identification of persons receiving payments and the legality of documents

Blackmore Partners, Chicago, IL

May 20xx to August 20xx

Intern

- Assisted executives in developing business acquisition targets by researching and presenting acquisition proposals
- Worked closely with account managers to learn financial language and variables of deal making and industry expectations
- Trained in investment proposal writing, presentation skills and sales negotiations
- Monitored client progress using database management strategies
- Created marketing and advertising campaigns

COMPUTER SKILLS

Microsoft Word, Excel, Access and PowerPoint

ACTIVITIES

Harper College, Palatine, IL

Business & Entrepreneurship Club

President

August 20xx to Present