**SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

samplestudent@gmail.com

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**FINANCIAL MANAGER**

Results-driven individual with strong accounting and financial educational background. Experience in investment proposals, sales negotiations, and financial research. Skilled in utilizing Microsoft Office applications, database management, and financial analysis. Utilize communication skills collaborate with cross-functional teams. Excellent time management, organizational and problem-solving skills to achieve success in fast-paced environment.

**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

**INTERNSHIP EXPERIENCE**

Blackmore Partners, Chicago, IL May 20xx to Present

* Assist executives in developing business acquisition targets by researching and presenting acquisition proposals
* Collaborate closely with account managers to learn financial language and variables of deal-making and industry expectations
* Write investment proposals, use presentation skills, and participate in sales negotiations
* Monitor client progress using database management strategies
* Create marketing and advertising campaigns under supervision of advertising department

**WORK EXPERIENCE**

JP Morgan Chase Bank, Palatine, IL August 20xx to May 20xx

**Client Assistant/Teller**

* Provided positive customer banking experiences by answering questions and handling financial transactions efficiently and accurately
* Interacted with customers to educate them about financial services offered by Chase and introduced them to branch bankers and team members
* Examined checks for endorsements and verified information such as dates, bank names, identification of persons receiving payments, and legality of documents

**TECHNICAL SKILLS**

Accounting Software

Database Management

Microsoft Office: Word, Excel, Access, and PowerPoint

**ACTIVITIES**

Harper College, Palatine, IL

Business & Entrepreneurship Club | Secretary August 20xx to Present