

SAMPLE STUDENT

Palatine, IL 60067

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FINANCIAL MANAGEMENT

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
- Work 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

COMPUTER SKILLS

Microsoft Word, Excel, Access and PowerPoint

ACTIVITIES

Harper College, Palatine, IL

Business & Entrepreneurship Club

Secretary

August 20xx to Present