

## JOHN LOGAN

Palatine, IL 60067

847.555.1212

[jonathanlogan@gmail.com](mailto:jonathanlogan@gmail.com)

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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