

First Name Last Name

first.last@gmail.com | linkedin.com/in/UPDATE THIS WITH YOUR URL | 925.555.xxxx

Junior business major seeking a summer internship to combine a strong understanding of finance with an interest in analytics. Superior research and critical thinking mindset looking for an environment to solve problems and achieve goals. Proven leader with strong presentation skills.

Education

Saint Mary's College of California, Moraga, CA **May 2023**
Bachelor of Science in Business Administration; GPA: 3.5
Concentration: Finance and Business Analytics, Minor in Spanish

Projects

Technology Project – Web Page Project **Fall 2022**
● Utilized GitHub to make repositories of group's files, using HTML and CSS to style web page

Equity Research Project (Investment Club) **Fall 2022**
● Collaborated with team members to create a research equity presentation on Verizon
● Utilized analytical skills to make decisions on the position of the quarter million-dollar portfolio

Experience

Data Analytics Intern, Finance **June 2022 – August 2022**
Workday, Pleasanton, CA
● Audited four newly acquired companies with a team of analysts
● Created and presented Tableau dashboards visualizing potential flaws in internal process
● Recalculated inventory purchases to ensure accurate technology records

Sales Intern, Benefit Services **June 2021 – August 2021**
Gallagher, San Francisco, CA
● Executed weekly cold calls and LinkedIn messages to 15 business to learn sales process
● Assisted open enrollment communications, legal documentations and audit checklists

Researcher / Competitor **Nov 2020– Feb 2021**
CFA Institute Equity Research Challenge
● Researched, analyzed, and presented recommendation to 6 Portfolio Managers
● Placed 3rd among 17 teams consisting of local colleges and universities

International Community Organizer – Volunteer **Summers 2015 – 2018**
Fremont Presbyterian Church, Sacramento, CA in San Quintín, Mexico
● Repaired and weatherized 12 homes in the community on a team of 5 members
● Developed community outreach and after-school programs for 35 local children

Additional Skills

R. Python, Microsoft Excel (Pivot Tables, VLookups, etc.), MSWord, PowerPoint, Dropbox, Prezi, Sheets, Forms, Slides, Fluent in Spanish

Activities, Leadership, and Associations

Vice President, Saint Mary's Finance Club 2020 – Present
Member: Saint Mary's College Finance Club 2017 – Present
Member: Saint Mary's College Investment Club 2017 – Present