

Jane Doe

Address • Phone Number • Professional.Email@gmail.com

EDUCATION

West Virginia University, Morgantown, WV 05/2017
Dual Degree in Master of Business Administration and Master of Science in Finance GPA: 4.00

Seattle University, Seattle, WA 2011–2013
Bachelor of Arts in Business Administration, major in Finance GPA: 3.93

Chartered Financial Analyst (CFA) Level II June 2015 Candidate

PROFESSIONAL EXPERIENCES

Center for Career Development – West Virginia University, Morgantown, WV 08/2015–Present
Graduate Assistant

- Assist in delivering professional development services to approximately 900 business undergraduate and graduate students.
- Under the direction of the Assistant Director, collaborate with employers in several states including WV, PA, VA, MD, and NY to facilitate job shadowing program and provide onsite shadowing experience to 150 students during the academic year of 2014–2015.

Seattle Housing Authority, Seattle, WA 11/2014–05/2015
Budget and Data Specialist

- Prepared Community Services Division's budget based on established financial goals, strategic and community plans, capital, and operating budget; interpreted budget policy and procedures; presented forecasted budget to the budget analyst for reconciliation.
- Monitored the division's financial performance and its adherence to the budget plan with regard to Community Services responsibilities; recommended resource allocation and cross-program budget priorities.

Seattle Housing Authority, Seattle, WA 07/2014–11/2014
Development and Asset Management Intern

- Analyzed time usage of Assistant Property Managers through staff survey and monthly time study to streamline Annual Review and Interim Review process in Public Housing Rent Policy, increasing efficiency in HUD's Moving To Work program.
- Assisted in setting up rent models to calculate rents for low-income residents based on factors such as rent tiers, grandfather status, annual gross income, family size, employment status, etc.

MassMutual Financial Group, Seattle, WA 06/2014–08/2014
Investment Intern

- Analyzed clients' financial data such as incomes, expenses, federal tax withdrawals, loans, savings, and retirement plans to create long-term financial planning for clients.
- Worked with 49 American Funds and assessed each funds' characteristics as well as its risk and return profiles to help advisor pick out funds that best fit clients' investment portfolio, taking into account their return objectives and risk tolerance.

College of Nursing – Seattle University, Seattle, WA 05/2013–06/2014
Office Assistant, Technical Assistant and Computer Lab Assistant

- Responsible for coding and designing the Lab's Technical Resources website.
- Assisted with technical trouble shooting in the Lab, updated software on computers, laptops, and other technologies.
- Helped maintain Sedona database online system in tracking faculty's records and files.

Juvenile Diabetes Research Foundation, Seattle, WA 12/2012–03/2013
Procurement and Database Management Intern

- Assisted with auction procurement, management, and production for the 23rd Annual Super Dream Gala bringing in over \$712,000 of auction item value, helping JDRF Seattle Guild raise over \$3.2 million in 2012.
- Accurately recorded donor and sponsor information, documented status and descriptions of auction items, prepared documents, and assisted donors to implement all details involved with live and silent auction production.

African Chamber of Commerce of the Pacific Northwest, Seattle, WA 11/2012–01/2013
Grant Project Intern

- Assisted with grant writing to apply for Market Development Cooperation Program (MDCP) Grant with the goal of investing in the new material industry in Ghana.
- Researched Ghana's economy, investment opportunities, and potential industries as well as cost drivers when setting up business in Ghana.

PROJECTS

- Merger & Acquisition Case Study – ACG Cup Competition at WVU 02/2015
- PACCAR Financial Analysis Project 03/2012

EXTRACURRICULAR ACTIVITIES

- Volunteer Business Planner – Small Business Administration, Seattle University 03/2015–6/2015
- Volunteer Website Developer - International Club, Seattle University 03/2013–06/2013
- Lead Volunteer - 23rd Annual Super Dream Gala of JDRF Seattle Guild 12/2013–3/2014