

Your Name

City, State
LinkedIn.com/in/UDstudent

302-555-5555
student@udel.edu

EDUCATION

University of Delaware, Newark, DE 150 Credit Hours – May 20XX
Bachelor of Science: Accounting
Minor: International Business Studies

- Overall GPA: 3.86, Major GPA: 3.96

CIEE Study Abroad – Seville, Spain & Rabat, Morocco January 20XX
International Business Culture

RELEVANT EXPERIENCE

Tax Intern, PricewaterhouseCoopers, LLP, Boston, MA August 20XX – Present

- Collaborate with the tax department's TPDG group in qualifying 10 companies for the Research and Development Tax Credit under Internal Revenue Code Section 41
- Shadow and work directly with managers and associates, participating in 20+ client visits
- Selected to participate in an exclusive program, Project Belize, which sends PwC professionals to Belize City to support 200 young students through financial literacy education

Accounting Intern, FirstBest Systems, Inc., Bedford, MA June 20XX – August 20XX

- Aided with Accounts Payable, data entry, expense reporting, and time sheets for more than 30 accounts
- Implemented a new software system, OpenAir, while ensuring all data was accurately transferred
- Assisted in reconciliations and revenue recognition projects determined by the CFO

Job Shadow, McGladrey, Boston, MA June 20XX

- Engaged in a three-day leadership program featuring networking, community service, and 1:1 meetings with professionals
- Observed the day to day work of, and built relationships with, associates, managers, and partners

Elevate Leadership Program Participant, PricewaterhouseCoopers, LLP, Boston, MA May 20XX

- Developed leadership abilities in this selective program for high-achieving college students
- Participated in team building exercises, networking activities, and community service

ADDITIONAL EXPERIENCE

Proctor, UD Accounting & MIS Department, Newark, DE February 20XX – Present

- Administer and oversee exams for Accounting and MIS courses
- Determine exam and proctoring schedules alongside professors

Office Assistant, UD Graduate Programs and Lerner Career Services Center, Newark, DE January 20XX – Present

- Greet graduate students with advising appointments while answering phone calls and managing receptionist area
- Provide resume critiques for undergraduate business students and basic career coaching
- Support the Lerner Career Services Center and Graduate Programs Office in hosting large scale events

Camp Counselor, Camp Massasoit, Springfield, MA July 20XX – August 20XX

- Supervised six groups of 15-20 campers ranging in age from 12-16 years-old, resolving disputes as necessary
- Lead recreational and educational activities, ensuring all camp equipment was used in a safe manner

SIGNIFICANT ACCOMPLISHMENTS

- Atkinson Scholarship (awarded to 15 students per year based on academic & community service accomplishments)
- Hobey Baker School Character Award (awarded based on strength of character, skills, and sportsmanship)

ACTIVITIES & SKILLS

-
- *Member*, Accounting Students Association & Women in Business September 20XX – Present
 - *Volunteer*, Cradles for Crayons (Seasonal) June 20XX – August 20XX
 - Proficient in Microsoft Office (Excel, Word, PowerPoint), Quickbooks, and NetSuite OpenA
 - Basic Knowledge of HTML, Dreamweaver, and Photoshop

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Education

University of Delaware

B.S. Business Analytics

B.S. Management Information Systems

- Cumulative GPA: 3.5

Newark, DE

May 20XX

Technical Skills

Programming / Development: Python, SQL, R, JavaScript, HTML, CSS, R-Studio, MySQL, Workbench

Software: Tableau, PowerBI, Pandas, NumPy, MATLAB, Microsoft Office (Access, Excel, PowerPoint, Word)

Relevant Course Projects

Database Design

- Designed and implemented a database for a fictitious music streaming service company from scratch and created meaningful queries
- Improved knowledge of high-level entity relationship diagrams, logical data modeling, mapping primary and foreign keys, relational database concepts, and querying a database in MySQL

Programming Business Applications

- Developed data manipulation and machine learning applications using Pandas, NumPy, and Matplotlib software libraries

Experience

Deloitte

Advanced Risk & Compliance Analytics Intern

New York, NY

June 20XX – August 20XX

- Supported firm-wide transition of languages by converting existing ACL scripts to SQL queries
- Created a model to automate the extraction of 32,000+ data points using only 20% of budgeted time
- Evaluated client financial information and audited reports while following all GAAP principles

JP Morgan Chase & Co.

Business Engineer Intern (Remote)

Wilmington, DE

June 20XX – August 20XX

- Accelerated transition of 1,000 users from profile inventory into standard corporate system access tool
- Collaborated daily with the Development Team to improve inefficiencies of current reporting process
- Beta-tested a system to ensure product was ready for the next sprint in the agile development process

ACME

Customer Service Associate (Seasonal)

Wilmington, DE

November 20XX – March 20XX

- Awarded Employee of the Month for providing exceptional customer service
- Processed all transactions and ensured accurate count of cash drawer at all times (up to \$1,000)
- Maintained store cleanliness, ensuring shelves, floors, and storage areas were clear of hazardous spills, water, and debris

Extracurricular Activities

University of Delaware Women's Golf Team

Scholarship Athlete

Newark, DE

August 20XX – Present

- Recruited after earning medalist honors at the 20XX World Masters of Junior Golf Tournament
- Completed the 20XX Blue Hen and Princess Anne Invitationals as the team's top finisher
- Demonstrate a strong work ethic through balancing year-round training with a full course load

Delaware SPCA

Volunteer

Newark, DE

May 20XX – Present

- Assist staff with cleaning cages, feeding animals, walking dogs, and doing laundry

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EDUCATION

University of Delaware

Bachelor of Science in Finance

Minor in Trust Management

- Departmental GPA: 3.74

Newark, DE

May 20XX

PROFESSIONAL EXPERIENCE

Mizuho Securities USA LLC

Summer Analyst

New York, NY

June 20XX – Present

- Shadow Sales and Trading employees across multiple fixed income asset classes including interest rate products (treasuries, agencies, and derivatives) as well as credit (investment grade and high yield)
- Engage in a major FP&A project to create regional business and account hierarchies to consolidate MSUSA's holding company's reporting processes
- Disperse data flow to traders for daily morning meetings, adding written commentary and notes
- Review monthly performance, budgets, and forecasts with management of front office divisions
- Assist with MSUSA's annual planning process for regional and head office reporting

Wilmington Trust

Family Wealth Intern

Wilmington, DE

June 20XX – August 20XX

- Implemented compliance procedures through KYC analysis to execute business acceptance
- Evaluated and classified atypical assets such as concentrations, LLC, and Real Estate
- Completed discretionary payment memos and attended weekly trust investment committee meetings
- Analyzed and calculated estate and gift tax, GST, and income tax
- Presented investment proposals with a focus on holistic planning while encouraging thoughtful discussion

LEADERSHIP

Blue Hen Investment Club (BHIC)

Industrials & Materials Sector Head

Newark, DE

January 20XX – Present

- Manage a portfolio of \$1.8 million in securities seeking to outperform the S&P 500 on a risk-adjusted basis
- Supervise a team of analysts investing in U.S. equities in the Industrials and Materials sectors, providing final determination on all sector investment decisions
- Quantify valuations by using financial modeling, discounted cash flow analysis, and comparable trading analysis on publicly traded equity companies
- Lead new analyst recruitment and training in DCF modeling, relative valuation, qualitative analysis, and Bloomberg/FactSet fundamentals

UDance Executive Board

Corporate Sponsorship Chair

Newark, DE

May 20XX – April 20XX

- Obtained 20 corporate sponsors and raised \$60,000 by contacting 50-100 companies per week to develop a mutually beneficial relationship raising money to fight pediatric cancer
- Managed a five-person team in following a strategic plan to contact potential donors and engage more sponsors
- Exceeded the organization's annual goal, raising more than \$2,000,000 through weekly fundraising campaigns

SKILLS & CERTIFICATIONS

- Proficient in FactSet, Oracle Hyperion, Tableau, and Microsoft Access / PowerPoint
- Bloomberg Market Concepts (BMC) and Microsoft Office Specialist: Microsoft Excel Expert Certified
- Native Speaker of English, Fluent in Japanese, Beginner in Mandarin

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EDUCATION

University of Delaware, Lerner Business & Economics, Newark, DE

May 20XX

Bachelor of Science, Hospitality Industry Management

- Minors in Restaurant Management & Entrepreneurship

Study Abroad, Australia & New Zealand

January 20XX

- Studied management of hospitality operations and tourism "Down Under"
- Learned about the management of cruise ships, meetings and conventions, and food/beverage pairings
- Developed a hotel market and financial feasibility study

COURSE RELATED EXPERIENCE

Restaurant Practicum, Vita Nova, Newark, DE

August 20XX-Present

- Obtain 306 hours of food service experience in a 60-seat fine dining student operated restaurant
- Prepare quantity foods for gourmet lunch buffets and a la carte dinners using French, Russian, and American service styles
- Rotate through 17 positions in the front and back of the house from dishwasher to manager

Hotel Practicum, Marriott Courtyard Newark at the University of Delaware, Newark, DE

August 20XX-December 20XX

- Obtained 140+ hours of experience in key positions such as manager on duty, administrative, front desk, night audit, revenue management, conference services, engineering, sales/marketing, accounting, housekeeping, and food/beverage

WORK EXPERIENCE

Special Events Coordinator, El Jefe Cubanitos, Philadelphia, PA

December 20XX-Present

- Manage booking/invoicing for all reservations and catering orders for the startup food truck, obtaining permits as needed
- Oversaw complete application process for successful bids to be a vendor at Firefly Music & Manayunk Food Truck Festivals

Event Planning Assistant Manager, Biz Bash, New York, NY

May 20XX-August 20XX

- Coordinate programs for BizBash Elevate in Washington, DC
- Attend weekly planning meetings with management and clients
- Publicize event, materials for event, exhibitor's info, contracts, and insurances

Front Office Intern, Hyatt Regency Inner Harbor, Baltimore, MD

July 20XX-August 20XX

- Worked within all front office departments including front desk, porter, night audit, and PBX
- Delivered personalized attention/service to all guests to ensure an extraordinary experience

Server (Seasonal), Sapphire Restaurant, Prince Frederick, MD

March 20XX-February 20XX

- Managed a six-table section, serving food and beverages to guests in a fine dining environment
- Proactively performed side work and sanitation duties

Babysitter/Mother's Helper, Care.com, Prince Frederick, MD

November 20XX-August 20XX

- Cared for three children under age 5 at the family's permanent home and vacation home
- Prepared snacks and meals in addition to scheduling social and physical activities for each child
- Completed household chores such as laundry, cleaning, and organization on an ad hoc basis

ACTIVITIES/ACHIEVEMENTS

Hospitality Club, Vice President, Fundraising Committee Chair, Member

February 20XX-Present

- Elected to serve as Vice President in January 20XX after chairing the fundraising committee from September to May 20XX, and joining the club as an active member in February 20XX
- Organize and manage a university festival with over 5,000 people in attendance while overseeing six committees
- Plan one luncheon for up to 130 people each semester
- Lead fundraising committee in coordinating a silent auction to support professional development opportunities for students

Eta Sigma Delta Hospitality Honors Society, Member

September 20XX-Present

Vita Nova Baker's Dozen Club, Secretary

September 20XX-May 20XX

Certifications: Certification in Hotel Industry Analytics, Cvent University Certification, Court of Master Sommelier Introductory Sommelier Course & Exam Certification, National Restaurant Association ServSafe Certification, Delaware Alcoholic Beverage Control Commission Certification

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EDUCATION

University of Delaware – Newark, DE

May 20XX

Bachelor of Science – Management and Operations Management (Double Major)

Dean's List – Fall 20XX, Spring 20XX

PROFESSIONAL EXPERIENCE

Citigroup – Remote

June 20XX – August 20XX

Infrastructure 7 Global Testing Operations Intern

- Oversaw daily operations of a User Acceptance Testing team project, ensuring user requirements have been met by the client and tested code is ready to move to production environment
- Performed quality controls and options validation in a successful customer data platform migration
- Established standard operating procedures for the Release Management team, allowing individuals to monitor progress, manage timelines, and adhere to guidelines
- Created template that compiled relevant information across multiple reports and served as a communication pathway amongst colleagues leading to more efficient teamwork

Justice of the Peace Court – New Castle, DE

February 20XX – March 20XX

Operations Consultant Intern

- Developed and documented Six Sigma procedure for mailing system improvement project that decreased downtime and costs associated with returned mail by 36%
- Systematically defined problems with returned mail and set parameters within data collection procedure to monitor changes and identify root causes
- Collaborated with Court personnel in team project meetings to develop process improvement strategies

ACTIVITIES

Phi Chi Theta Professional Business Fraternity – Newark, DE

September 20XX – Present

Founding Member, Secretary

- Manage all official communication with existing and prospective members via social media and email
- Record minutes for both Executive Board Meetings and bi-weekly chapter meetings
- Successfully petitioned and obtained a charter for the Zeta Chi chapter in cooperation with 23 other founding members and University of Delaware administration

University of Delaware Student Government Association – Newark, DE

September 20XX – Present

Academic Affairs Senator for Lerner Business & Economics

- Serve as the representative to the SGA for over 3,000 students in the business college
- Craft and sponsor proposals that enhance the quality of education and student life on campus

National Society of Leadership and Success – Newark, DE

August 20XX – Present

Society State of Mind Award Recipient, Member

- Created a program that raised \$20,000 for the Juvenile Diabetes Research Foundation

SKILLS

Expert: Microsoft (Excel, PowerPoint, SharePoint, Outlook, Project), HP Quality Center, Micro Focus Rumba

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EDUCATION

University of Delaware – Newark, DE

May 20XX

Lerner Business & Economics

Bachelor of Science, Marketing & Bachelor of Science, Sport Management

Minor, Advertising

SKILLS & CERTIFICATIONS

- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign), Microsoft Excel & PowerPoint, Google Analytics, WordPress, and Social Media (Instagram, TikTok, Snapchat, Twitter, Facebook/Meta)
- HubSpot Academy Certifications (Content Marketing, Digital Marketing, Social Media Marketing)

RELEVANT PROJECTS

- **Advertising and Media Management:** Designed a social media campaign for LMNT electrolyte drink mix
- **Entrepreneurial Marketing:** Developed a cost-effective marketing plan for a sports streaming service
- **Consumer Behavior:** Conducted market research to investigate the effect of scarcity on consumer purchasing decisions by collecting data via customer surveys, and visualizing it using Tableau

EXPERIENCE

University of Delaware Athletics Department – Newark, Delaware

August 20XX – Present

Social Media & Athletics Communications Intern

- Research social media trends to identify new engagement opportunities that inform overall outreach strategy
- Contribute to the creation, posting, and planning of social media campaigns for 21 Division I athletic teams
- Increased the engagement rate on Twitter and Instagram platforms by 100% over a 1-year period
- Collaborate with the communication team to create relevant written and visual media, improving UD Athletics' organic position on search engines
- Produce monthly analytical reports tracking engagement/impressions in Excel for UD Athletics' social media accounts to benchmark data and evaluate current campaign strategies

KPMG – Montvale, New Jersey

June 20XX – August 20XX

Sports Marketing and Sponsorships Intern

- Facilitated all onsite operations of the KPMG Women's PGA Championship at Hazeltine National Golf Club, including event execution, client registration/hospitality, and support of KPMG's Women's Leadership Summit
- Managed all onsite shipping logistics to and from the KPMG Women's PGA Championship
- Executed promotion plan via social media channels, engaging with followers before, during, and after the event
- Remodeled inventory/autographed merchandise system for Phil Mickelson, Stacy Lewis, and all KPMG Brand Ambassadors
- Researched and compiled data for the year-end reports that will present the value and ROI of the title sponsorship to the KPMG executive leadership team

Digital Insider – Westfield, New Jersey

June 20XX – August 20XX

Marketing Intern

- Educated clients personalized digital marketing basics solutions (SEO, SEM, digital display, social media, and retargeting)
- Vetted various online data and media providers for agency's white label solutions
- Analyzed weekly clientele Google Analytic reports and formalized findings into case studies and performance reports
- Generated proposals and media plans after completing client research and drafting creative briefs alongside management during the client prospecting process
- Cleaned and restructured a CRM database consisting of 6,000+ records

Noodle Education – New York, New York

June 20XX – August 20XX

Content Development Intern

- Curated 200+ articles, blogs, and videos for use in the company's app
- Communicated "voice of consumer" insights to the development and evaluation of Noodle products

Rochelle Park Swim Club – Rochelle Park, New Jersey

April 20XX – September 20XX

Lifeguard

- Supervised pool area and maintained facility to ensure swimmer safety; assisted in training new lifeguards

Target – Paramus, New Jersey

November 20XX – February 20XX

Guest Advocate

- Minimized guest wait time while efficiently scanning and bagging items in compliance with company best practices