

SAMPLE STUDENT

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EDUCATION

University of California, Irvine, The Paul Merage School of Business, Irvine, CA **06/20XX**

Master of Innovation & Entrepreneurship

Relevant Coursework: [list 3-5 courses related to the job or specific coursework employer has requested]

Projects: ABC Corporation Market Analysis and Marketing Plan (or put in **Projects & Activities** section)
[Short description of project activities]

Humboldt State University, Arcata, CA **06/XXXX**

Bachelor of Science in Business Administration, Finance Concentration

Relevant Coursework: [list 3-5 courses related to the job or specific coursework employer has requested]

EXPERIENCE

XYZ SERVICES, Newport Beach, CA **XX/XXXX – XX/XXXX**

Financial Analyst

Prepared company financial reports for annual budget and for presentation of findings to key company stakeholders to inform budget and strategic planning decisions.

- Analyzed and monitored all company transactions for report findings.
- Collaborated with functional team members to gather data inputs to ensure accuracy and detailed specifics of reported information.
- Presented financial analysis and reports to key financial management stakeholders in the company, including the CFO, and the Strategic Planning and Finance steering committees.
- Led cost efficiency improvement project for Marketing Department by analyzing expenditures and costs, resulting in a 20% cost-saving measure for the department.

PROJECTS & ACTIVITIES

Financial Management Association, UC Irvine, CA **XX/XXXX – Present**

Communications Director

- Direct a diverse team of six via email correspondence and weekly team meetings to create a communications plan that publicizes club event information to over 200 student organizations.
- Improve collaboration among club initiatives by developing a strategic communication plan and disseminating to all club members.

XYZ Corporation Risk Analysis and Management Plan project, UC Irvine, CA **XX/XXXX – XX/XXXX**

Graduate Consultant - Team Lead

- Led team serving as consultants for ABC's risk management initiatives for potential new market opportunity.
- Conducted extensive financial modeling analyses to identify revenue-generating and cost risk scenarios.
- Proposed and presented a strategic plan based on risk management projections and potential financial opportunities, risks, and threats.

Asian American Student Association (AASA), UC Irvine, CA **XX/XXXX – XX/XXXX**

Finance Committee Member

- Collaborated with executive board by participating in weekly meetings to update club expenditures and revenue sources, and plan for upcoming events.
- Increased awareness of events by speaking at fraternity meetings of 50+ attendees.

SKILLS

Strengths: Analytical, collaborative, initiative, networking and communication skills.

Computer: Proficient in MS Office (Word, Excel, and PowerPoint), Python, and R.

Language: Fluent in Spanish.