**J. Doe**

1361 John Doe Ln, League City, Texas 77573

(832)-555-5555

John.Doe@gmail.com

**EDUCATION**

C. T. Bauer College of Business, University of Houston, Houston, Texas

**Master of Science Finance, Expected December 2015**

**Bachelor of Business Administration in Finance, Minor in Mathematics, May 2013**

**Global Energy Management-Professional Program**

**Cumulative UH G.P.A.: 3.54, Major G.P.A. 3.74**

**HONORS AND AWARDS**

* Phi Kappa Phi Honor Society
* Golden Key International Honour Society, Fall 2012-Present
* Dean’s List – Spring 2012, Summer 2012, Fall 2013
* Phi Beta Lambda (PBL): First Place Computer Concepts 2011
* PBL: First place Financial Services 2011, Team Event (Teammate Ash Anderson)
* All events at Texas level. Competed in all events at national level.

**EMPLOYMENT HISTORY**

**Intern**

Calpine – Outage Services, Pasadena, Texas May 2013 – Present

**Administrative Assistant**

Cougar Investment Fund L.L.C., Houston, Texas May 2012-May 2013

* Assist with financial reporting
* Compile quarterly and annual reports
* Audit Preparation
* Worked directly with managing director

**Sales Representative**

TGY, Houston, Texas August 2009-January 2012

* Implemented POS and inventory system (October 2012)
* Increased wholesale sales by 8% in 2010
* Increased retail sales by 13% in 2010
* Managed 5-8 projects at a time

**ACTIVITIES**

The Finance Association, Member, Fall 2011-Present

Phi Beta Lambda, Summer Computer Camp for Kids, Summer 2011

* Directed a weekend long activities camp for kids to better utilize their computer literacy through the use of Microsoft Office suite.

**SKILLS**

* @Risk, Matlab , Microsoft Excel, Word, PowerPoint, Outlook, Financial Analysis and Reporting, Data Modeling, Constrained Optimization, Simulation