**Jane Doe #2**

Big League City, TX, 77573 ∙ 555.555.555 ∙ janedoe@gmail.com

**OBJECTIVE** Seeking a position with an organization where I can use my knowledge of business and analytical skills to contribute to the success of the company in a meaningful way.

**EDUCATION Pursuing a Master of Science in Accounting Expected May 2014**

University of Houston- Clear Lake, Texas

**Bachelor of Business Administration, Finance Graduation May 2011**

Texas State University-San Marcos, Texas

**Relevant Courses:** Business Finance, Financial Management, Investment Analysis, Financial Information Technology, Economics-Money and Banking, Business Statistics

**Software Skills:** Proficient in Microsoft Office

Experience with Factset and SAP through coursework

\*\* *Substitute some other skill area if software is not relevant*

**Honors: Deans List:** Fall 2012, Spring 2013, Fall 2013 and Spring 2014

**WORK EXPERIENCE**

**Intern**

**Merrill Lynch, Austin, Texas** Aug. 2009- Nov. 2010

* Calculated returns and financial ratios using excel spreadsheets to assist advisor with managing accounts
* Informed clients about account information like upcoming maturity dates on investments and beneficiaries listed on retirement accounts
* Determined favorable market trends and returns on investment alternatives to help advisor prepare investment seminar for clients

**Server**

**Alan’s Swamp Shack, Kemah, Texas** March 2012- Present

* Utilized Knowledge of the menu and suggestive selling techniques to make the perfect recommendation for each patron
* Provided information about events and promoted food specials to increase customer knowledge and sales
* Ensured final quality and accuracy of orders to meet customers’ expectations

**Usher**

**Texas State University, San Marcos Texas** Nov. 2010- May 2011

* Greeted guests and provided friendly customer service
* Ensured that guests were seated properly in a safe environment
* Provided general information about athletic games

**ACTIVITIES AND LEADERSHIP EXPERIENCE**

* McCoy Summer Internship Program, 2009

Merrill Lynch Intern

* Sigma Alpha Lambda at Texas State University, 2009

Bobcat Build volunteer program

* Financial Management Association, VP of Social events, 2008-2009

Financial Leadership Conference, Chicago, Illinois, 2010

Financial Leadership Conference, New York, New York, 2009