TAYLOR THOMAS 1234 Main Street

Tuscaloosa, AL 35401

Taylor.[Thomas@email.com](mailto:Thomas@email.com) 123.456.7890

**EDUCATION**

The University of Alabama – Culverhouse College of Business Tuscaloosa, AL

*Bachelor of Science in Commerce and Business Administration* *May 20XX*

Majors: Finance and Accounting

* GPA: 4.0/4.0; ACT 33
* Honors: Presidential Scholar (Full Academic Scholarship), University Honors College, President’s List

**WORK EXPERIENCE**

**XYZ Investment Bank** New York, NY

*Wealth Management Intern May 20XX – August 20XX*

* Actively participated on an internal team that developed a cutting-edge automated investment platform
* Re-balanced over 150 portfolios to conform to the firm’s portfolio allocations model
* Researched alternative investments including timber, MLP’s, Private Equity & Venture Capital firms
* Gained meaningful exposure to all elements of the firm’s wealth management process

**JThompson Group** Dallas, TX

*Investment Banking Intern May 20XX – August 20XX*

* Researched healthcare, technology and manufacturing sectors
* Served as a strategic advisor to two technology start-ups through market and competitive analysis
* Constructed Excel-based models to perform business forecasting, develop growth projections and provide valuations using a combination of Discounted Cash Flow, Comparable Transactions and other valuation methodologies

**LEADERSHIP & EXTRACURRICULAR ACTIVITIES**

**Capstone Investment Club** Tuscaloosa, AL

*Treasurer February 20XX - Present*

* Provide cost estimates for each upcoming event, and ensure that costs are within the cost estimate
* Deliver report within one month of each activity with a detailed breakdown of the sources and usage of funds for executed events.
* Present quarterly report to Board of Directors with detailed breakdown of sources and usage of funds for executed events, sponsorship amounts, and method of allocation of funds to each committee

**Crimson Financial** Tuscaloosa, AL

*Member September 20XX – May 20XX*

* Created invoice template which decreased the number of outstanding loan payments by 22%
* Established Standard Operating Procedures for converting 2500+ client files and loan documents from paper form into electronic form, resulting in increased efficiency of analyzing client data
* Collaborated with UA administrators, alumni, and peers to enhance networking skills and increased knowledge of the finance industry, accounting fundamentals, and financial modeling

**VOLUNTEER EXPERIENCE**

**SpiritAL** Tuscaloosa, AL

*Volunteer Coordinator September 20XX – Present*

* Increase volunteer recruitment by 45% in 9 months by marketing to student organizations
* Maintained inventory and oversaw allocation of school supplies within a nine-county coverage area

**ADDITIONAL INFORMATION**

Computer: Bloomberg Terminal, FactSet, StyleAdvisor

Interests: Fly Fishing, Snowboarding, Tennis, Interior Decorating