

## Graduate Resume Templates

(MBA Banking)

## JANE DANIELS

720-555-1234 • jane.daniels@du.edu • www.linkedin.com/in/JaneDaniels

### EDUCATION

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**University of Denver, Daniels College of Business** Denver, CO

*Master of Business Administration* candidate, Finance concentration June 20xx

- 3.93 GPA / GMAT 670
- Investment Banking Club, Training the Street, Executive Mentor Program

*Bachelor of Science in Business Administration, Economics* June 20xx

- 3.62 GPA
- Honors: Dean's List, Four-year Varsity Football Letter-Winner

### EXPERIENCE

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**Northstar Investment Advisors, LLC** Denver, CO

*Investment Banking Analyst – Mergers & Acquisitions Group* April 20xx-March 20xx

- Actively participated in all areas of M&A transactions, public offering processes and private placements, including preparing marketing material for new business generation, locating and determining relevant buyers, drafting descriptive offering memoranda and interacting with strategic and financial buyers through company marketing
- Advised management on financial statement presentations, created management and roadshow presentations, organized data rooms, prepared SEC documents and evaluated bids and term sheets
- Executed extensive valuation analyses through creation of financial models including leveraged buyout, discounted cash flow, earnings accretion/dilution, weighted average cost of capital, initial public offering, comparable public company and comparable transaction analyses for public and private companies
- Consistently demonstrated strong customer service, team building and organizational skills
- Relevant Projects: Project BALBOA; Project TORQUE; Block, Iron & Steel

**Goldman Sachs & Co.** Chicago, IL

*Investment Banking Summer Intern – Commercial & Industrial Group* April 20xx-Aug. 20xx

- Became fully integrated into financial world through industry research, company evaluation, financial modeling and pitch book presentations

**Daniels College of Business, University of Denver** Denver, CO

*Research Assistant* April 20xx-March 20xx

- Compiled data and assisted in mathematical analyses on macro-economic study of wage compensation
- Results published in *Quarterly Journal of Economics*

### LEADERSHIP ACTIVITIES

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- Member, Beta Alpha Psi 20xx-20xx
- Team Captain Beta, Rebuilding Together Metro Denver 20xx-20xx
- Mentor, Friends First – Mercy Home for Boys & Girls 20xx-20xx

### SKILLS

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**Languages:** Proficiency certificate in German

**Computer:** Proficient in FactSet, Bloomberg, Capital IQ, OneSource, VentureSource

**Licenses:** NASD Series 7 and 63

(MBA Brand Management)

## JANE DANIELS

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### EDUCATION

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**University of Denver, Daniels College of Business** Denver, CO

*Master of Business Administration* candidate, Marketing concentration June 20xx

- 3.89 GPA / GMAT 670
- Relevant Courses: Brand Management, Marketing Concepts, Advanced Marketing Strategy
- Executive Mentor Program, Secured 2<sup>nd</sup> Place of Race and Case Competition

*Bachelor of Science in Business Administration*, Marketing June 20xx

- 3.75 GPA
- Relevant Courses: Sales Management, Advertising Creative Strategy, Advertising Media Strategy
- Honors: Dean's List

### EXPERIENCE

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**H.J. Heinz Company** Denver, CO

*Brand Management Intern – Frozen Meals* (Brand: Smart Ones. \$585M) April 20xx-Aug. 20xx

- Identified Frozen Meals trends by performing detailed quantitative and qualitative research, developed new Smart Ones product ideas based on findings; recommended five new products launched in 2011
- Conducted in-depth analysis of competitors in \$2B Nutritional Frozen Meals category and recommended changes to 2011 marketing plan to senior management
- Supported Smart Ones brand team by performing various analyses using AC Nielsen and Spectra databases and working with external advertising and consumer promotions agencies
- Completed training program that included modules in AC Nielsen, Catalina, News America, Spectra, brand positioning, finance, sales, consumer promotions, trade development and market research

**Reckitt Benckiser** Wayne, NJ

*Brand Manager Intern, Foods Division* (brand: Frank's RedHot sauce) April 20xx-March 20xx

- Evaluated new marketing opportunity for Frank's RedHot and developed marketing strategy for 2010 with potential of increasing market share by one point
- Analyzed distribution and promotion plans at accounts where sales were declining and recommended more effective consumer promotions which notably increased market share
- Actively participated in daily activities of brand team and consistently demonstrated leadership and teamwork skills
- Performed various situation analyses using AC Nielsen and Spectra

**Jake's Bar & Grill** Denver, CO

*Server* April 20xx-March 20xx

- Provided outstanding customer service by continually going beyond requirements of job
- Received "Top Salesperson Award" (2006-2007) based on upscale of high-margin menu items and consistent top gross sales per shift

### LEADERSHIP ACTIVITIES

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Member, Mu KappaTau 20xx-20xx

Volunteer, Denver Dumb Friend's League 20xx-20xx

### SKILLS

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**Computer:** Proficient in AC Nielsen, Catalina, News America, Spectra

(MBA Business Analytics)

## JANE DANIELS

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### EDUCATION

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**University of Denver, Daniels College of Business** Denver, CO

*Master of Business Administration* candidate, Business Analytics concentration June 20xx

- 3.99 GPA / GMAT 670
- Relevant Courses: Data Warehousing, Quantitative Methods, Data Mining I
- City Treks – visit to corporate organizations in New York City

*Bachelor of Business Administration*, Business Information Technology June 20xx

- 3.7 GPA
- Relevant Courses: Information Systems Analysis, Information Systems Design, Information Systems Project Management

### EXPERIENCE

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**Aprimo Marketing Automation Software** Denver, CO

*IT Intern* April 20xx-Aug. 20xx

- Entrusted with secure data to provide reports; monitored department compliance with corporate policy
- Developed new process for generating accurate statistics
- Installed, configured and troubleshoot problems for performance management software

**IBM Corporation** Armonk, NY

*Extreme Blue Intern – Blue Fusion Project* April 20xx-March 20xx

- Served as a business counterpart with technical team that built portal-based dashboard leveraging web services, collaborative tools and business rules engine technology; nine patent applications filed
- Developed marketing strategy for transition to Emerging Technologies group
- Engaged enterprise customers for integration concept validation and feedback
- Consistently demonstrated strong customer service skills

*Marketing LDP Intern, Systems Group – Business Partner Marketing* Cary, NC

- Created a framework that evaluated current business partner marketing programs and provided recommendations of future enhancements to align partner programs with Systems Group objective
- Developed analysis of 2010 sales data from Europe that showed effectiveness of cross-selling incentives
- Coordinated the fall budget and strategic planning process for the business partner team

### LEADERSHIP ACTIVITIES

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Member, Gamma Ne Eta 20xx-20xx

Volunteer, Denver Dumb Friend's League 20xx-20xx

### COMPUTER SKILLS

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Unix Operating System	MySQL Database Management
Linux Operating System	Microsoft C#
Java	XML Extensible Markup
C++	HTML
Perl	Project Management

(MBA Consulting)

## JANE DANIELS

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### EDUCATION

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#### University of Denver, Daniels College of Business

Denver, CO

*Master of Business Administration* candidate, Management concentration

June 20xx

- 3.93 GPA / GMAT 670
- Relevant Courses: Finance, Accounting, Marketing, Business Intelligence, IT Strategy, and Project Management

#### University of Chicago

Chicago, IL

*Bachelor of Science in Accounting*

December 20xx

- 3.7 GPA
- Relevant Courses: Statistics, Financial Accounting, Investments, Capital Budgeting, Financial Modeling, and Investments

### EXPERIENCE

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#### Deloitte

Denver, CO

*Tax Intern*

April 20xx-March 20xx

- Worked directly with senior level executives and management of companies filing tax returns to develop a plan of reorganization
- Prepared confidential information memorandums utilized to provide potential clients with company, market and industry information for the bid of two oil and gas companies
- Assisted in compiling and analyzing claim information in preparation of presenting a comprehensive claim file to insurance adjusters and consulted with banks in order to maximize recovery of first party business interruption and debt recovery
- Compiled client prepared documents and facilitated relationships between client contacts

#### PwC

Denver, CO

*Assurance Intern*

April 20xx-March 20xx

- Worked on audit engagement teams for public and private companies
- Actively participated in periodic training and career development
- Ensured that clients' financial statements complied with pertinent laws and regulations

### EXTRACURRICULAR ACTIVITIES

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Vice President, Daniels Consulting Firm

20xx - Present

- Grew membership by X% and found new companies for consulting projects

### HONORS AND AWARDS

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1<sup>st</sup> place for the Race & Case competition involving a business case analysis for KPMG

### SKILLS

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**Computer:** Proficient in Access, SQL, Tableau and VBA

**Languages:** Fluent in Spanish and English

(MBA Financial Analysis)

## JANE DANIELS

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### EDUCATION

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#### **University of Denver, Daniels College of Business**

Denver, CO

*Master of Business Administration* candidate, Finance concentration

June 20xx

- 3.99 GPA / GMAT 670
- Relevant Courses: Capital Expenditure Analysis, Security Analysis and Valuation
- Projects: Training the Street, ACG Case Competition Participant

*Bachelor of Science in Business Administration, Finance*

December 20xx

- 3.7 GPA
- Honors: Dean's List

### EXPERIENCE

---

#### **Intel Corporation**

Denver, CO

*Finance Intern*

April 20xx-Aug. 20xx

- Conducted thorough competitive analysis which determined synergies and benefits of strategic alliances, impact of equity ownership and overall industry impact
- Prepared complex financial statement forecast of a combined entity organization which predicted financial health and evaluated ability to comply with published strategies
- Influenced relationships between strategic planning, manufacturing, and marketing to complete project that benefited all levels of organization
- Delivered recommendations to diverse group of controllers that drove product roadmap needs
- Demonstrated strong leadership and teamwork skills

#### **The Proctor and Gamble Company**

Cincinnati, OH

*Finance Intern, Global Feminine Care*

April 20xx-March 20xx

- Benchmarked financial analysis practices across all seven geographic regions and five global business units which identified inconsistent applications and interpretations
- Implemented changes to corporate-wide guide used by all businesses, ensuring accurate and reliable analysis
- Analyzed and leveraged pricing strategies across six geographic regions that pinpointed opportunities to increase revenue by \$3M and volume by 40%
- Developed and recommended seven-year expense guidelines in order to meet corporate growth objective, attained 2.5 points of margin improvement and ensured savings of \$13M

#### **Merck & CO, Inc.**

Newark, NJ

*Summer Financial Analyst, Financial Evaluation & Analysis Group*

April 20xx-March 20xx

- Modeled potential \$150M licensing deal including counteroffer comparisons
- Developed Monte Carlo assumptions for various oncology indications that determined value of potential cancer therapy
- Researched market reactions toward and statistical significance of biotech and pharmaceutical mergers and acquisitions activity since 1999 and presented findings to members of Executive Committee

### LEADERSHIP ACTIVITIES

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Member, Beta Alpha Psi

20xx-20xx

(MBA Leadership)

## JANE DANIELS

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### EDUCATION

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**University of Denver, Daniels College of Business** Denver, CO  
*Master of Business Administration* candidate, Leadership concentration May 20xx  
• Management Club  
• GMAT 710

**University of Ohio** Athens, OH  
*Bachelor of Science*, Electrical Engineering May 2010

### EXPERIENCE

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**Samsung Austin Semiconductor** Austin, TX  
*Process Engineer 2, Metrology (Measurement Science)* 2010-2015  
• Managed projects to improve the measurement quality on a fleet of 18 scanning electron microscopes within a memory chip fabrication facility.  
• Aided Metrology Department in achieving record manufacturing one day turn-around-time by decreasing measurement errors from 5% to under 1% through data analysis and problem solving.  
• Led Metrology Department to an on-time and successful transfer of new memory chip technology to Austin from Samsung headquarters by traveling to South Korea and collaborating with Korean engineers.  
• Coordinated the design, programming, and implementation of a web-based reporting system to eliminate approximately three engineering hours spent on data collection a day.  
• Trained engineers throughout Samsung (at facilities in Austin and South Korea) how to build and implement similar web-based data systems.  
• Received APPLAUD Award for innovative system approach, a quarterly based award nominated by managers for employees exemplifying Samsung core values of leadership, action, unity, and dedication (awarded to 1% of employees in company).

**Kiewit Western Construction Company** Springerville, AZ  
*Intern Engineer* 2009  
• Studied substructure construction designs and developed financial change order packages summarizing revisions for a new Arizona Springerville Generating Station.  
• Calculated and documented over \$50 million worth of financial impacts due to power plant construction design changes.  
• Supervised the safety and quality of the construction jobsite and made presentations on each issue to the Kiewit leadership team.

### ACTIVITIES AND SKILLS

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• Samsung College Orientation Program Mentor 2013-2014  
• Volunteer at Goodwill Computer Recycling Facility 2008-2010  
• Proficient in SQL and Visual Basic programming languages

(MBA Management)

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### EDUCATION

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**University of Denver, Daniels College of Business** Denver, CO

*Master of Business Administration* candidate, Management concentration June 20xx

- 3.99 GPA / GMAT 670
- Relevant Courses: Strategic Management, Organizational Dynamics, Strategic Human Resources
- Projects: Inclusive Excellence Business Case Competition, Executive Mentor Program

*Bachelor of Science in Business Administration*, Management April 20xx

- 3.7 GPA

### EXPERIENCE

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**Deere & Company** Parker, CO

*General Management Intern, John Deere ePower Technologies* April 20xx-Aug. 20xx

- Authored business plan for introduction of hydrogen fuel cell power systems into John Deere products
- Gathered and analyzed data which identifies market segments of early adopters of fuel cell technology
- Conducted interviews of industry “lead users,” which determined specific customer needs
- Forecast market adoption of hydrogen fuel cell-powered products using Bass Diffusion Model
- Used model outputs that completed 10-year financial forecast
- Completed sensitivity study identifying critical factors to Deere’s profitability
- Analyzed Deere’s entire business enterprise (Supply Chain through Distribution) which identified key initiatives and projects required for successful introduction of fuel cell-powered products to marketplace

**Gary Williams Energy Corporation** Denver, CO

*Associate* April 20xx-March 20xx

- Analyzed trend in supply and demand for technical talent of oil industry and its implications
- Facilitated and participated in projects on industry benchmarking of technical capabilities
- Consistently demonstrated strong teamwork skills

**Chrysler LLC, Sales Operations** Detroit, MI

*Summer Associate (Management Development Program)* April 20xx-March 20xx

- Analyzed luxury automotive industry’s sales and market support programs using competitive intelligence and interdependent data; findings were used to brief Chrysler executives on current U.S. automotive incentive issues
- Developed business case for an Incentive Elasticity Regression model developed by both Chrysler Group’s Economics Department and software provider
- Evaluated accuracy of an independent new-vehicle retail transaction data tool at reporting competitors’ sales, incentive programs and dealer margins
- Obtained training in: Dealer Business Management (Certified), Process Thinking

### LEADERSHIP ACTIVITIES

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Member, Sigma Beta Delta 20xx-20xx

### SKILLS

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**Languages:** Portuguese (fluent)

(MBA Product Management)

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### EDUCATION

---

#### **University of Denver, Daniels College of Business**

Denver, CO

*Master of Business Administration* candidate, Marketing concentration

June 20xx

- 3.99 GPA / GMAT 670
- Relevant Courses: Transportation Systems, Strategic Sourcing, Global Supply Chain Management, Topics: Improving Supply Chain Performance, Topics: Supply Chain Technology
- Participant in Supply Chain Roundtable

*Bachelor of Science in Business Administration, Marketing*

June 20xx

- 3.7 GPA
- Relevant Courses: Consumer Behavior, Business to Business Marketing, Integrative Marketing Strategy

### EXPERIENCE

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#### **Colorado Bioscience Association**

Denver, CO

*BioPharmaceutical Intern*

April 20xx-Aug. 20xx

- Constructed index that identified potential market demand for infectious disease therapeutic area
- Ascertained market penetration for pulmonology product employed to forecast equitable sales quotas
- Calculated optimal sales force size that combats generic entry by applying ROI and declining analyses

#### **Johnson & Johnson – Lifescan, Inc.**

Milpitas, CA

*Associate Marketing Manager*

April 20xx-March 20xx

- Developed and launched pediatric endocrinologist program; researched customer and sales force needs; created sales aids and educational materials; developed budget and incremental sales forecast
- Managed company activities as member of health care professional marketing team at two largest industry conferences – American Diabetes Association & American Association of Diabetes Educators
- Consistently demonstrated strong knowledge of broad-based and direct marketing experience in managing and supporting large-scale marketing/promotional efforts
- Effectively utilized marketing database and research tools to effectively target market and perform market analysis
- Managed heavy workloads and made decisions daily on competing priorities

#### **Eli Lilly & Company**

Indianapolis, IN

*New Product Planning Intern*

April 20xx-March 20xx

- Created lifecycle management plan for multi-billion dollar product
- Maximized brand strength and value
- Built consensus among discovery, clinical development and marketing to be prioritized among alternatives
- Created template for early-stage lifecycle plan evaluation demanding accuracy and diligence

### LEADERSHIP ACTIVITIES

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- Volunteer, Mile High United Way 20xx-20xx
- Member, Mu Kappa Tau 20xx-20xx
- Volunteer, Leukemia & Lymphoma Society 20xx-20xx

### SKILLS

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**Languages:** Spanish (fluent), German (fluent)

**Certifications:** CPR

(MBA Sales and PR)

## JANE DANIELS

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### EDUCATION

---

#### **University of Denver, Daniels College of Business**

Denver, CO

*Master of Business Administration* candidate, Marketing concentration

June 20xx

- 3.99 GPA / GMAT 670
- Relevant Courses: Brand Management, International Marketing, Competitive Marketing Strategies
- Activities: Executive Mentor Program Participant, City Trek to San Francisco

*Bachelor of Science in Business Administration, Marketing*

June 20xx

- 3.7 GPA
- Relevant Courses: Public Policy and Business, Personal Selling, Public Relations

### EXPERIENCE

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#### **Johnson & Johnson LifeScan**

Denver, CO

*Marketing Intern, Consumer Marketing*

April 20xx-Present

- Developed strategy and key recommendations to grow diabetes category by increasing frequency by which consumers test blood glucose
- Identified opportunity to increase tests/day by .02, increasing revenue \$4M, 0.54% category growth
- Managed core team of seven LifeScan and advertising agency employees through comprehensive market and clinical research efforts aimed at understanding consumer perspective and relevant scientific data
- Performed analyses on primary and secondary data assessing current levels of test frequency, consumer trends, category growth, market share and competitive activity in sub-segments of Diabetes population
- Provided LifeScan with analysis and interpretation, which assisted in critical decision-making efforts
- Identified opportunity and developed strategy to forge key relationship with major partner that developed integrated marketing campaign leveraging test frequency and Diabetic drugs; partnership will provide consumers with more comprehensive care and will provide LifeScan with broader reach to Diabetes population

#### **The Discovery Channel**

Silver Spring, MD

*Marketing Intern*

April 20xx-March 20xx

- Spearheaded comprehensive competitor analysis that tracked marketing trends
- Presented upcoming quarter competitor activity and recommended process improvements to Marketing, Programming and Research
- Managed “Shark Week” sweepstakes from development to implementation, creating firm strategy which drove ratings and revenue through promotion and supervising its execution
- Researched and recommended potential corporate licensing partners for upcoming special “Animal Games” basing proposals on partner company positioning and potential collaboration synergies
- Initiated marketing strategy and developed creative brief for network’s upcoming special on D-Day after researching potential consumer market interest in genre
- Demonstrated leadership and interpersonal skills by effectively communicating and leading team of four

### LEADERSHIP ACTIVITIES

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Member, Mu Kappa Tau

20xx-20xx

### SKILLS

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**Languages:** Korean (fluent)

(MBA Real Estate)

## JANE DANIELS

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### EDUCATION

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**University of Denver, Daniels College of Business** Denver, CO

*Master of Business Administration* candidate, Real Estate and the Built Environment concentration June 20xx

- 3.99 GPA / GMAT 670
- Relevant Courses: Real Estate Concepts, Ethics in Real Estate, Real Estate Capital Markets, Real Estate Marketing Techniques, Real Estate Taxation, Global Perspectives in Real Estate
- Inclusive Excellence Business Case Competitor

**University of Chicago**

Chicago, IL

*Bachelor of Science in Business Administration*, Real Estate

June 20xx

- 3.7 GPA
- Relevant Courses: Real Estate Finance, Real Estate Appraisal, Real Estate Investments Seminar, Commercial Real Estate Practice & Feasibility
- Honors: Dean's List

### EXPERIENCE

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**Aspen Lending and Real Estate, LLC**

Denver, CO

*Summer Associate*

April 20xx-Aug. 20xx

- Conducted due diligence for \$8.5M shopping center by building valuation and cash flow models and reviewing leases and common area agreements
- Prepared acquisition proposals with sensitivity analysis for firm's investors and obtained approval
- Performed market study of newly acquired property and created database of local retailers and neighboring retail properties which provided firm with market analysis process and template for future market studies
- Participated in all areas of real estate management including leasing, market research, rent collection and property management

**Cherokee Investment Partners**

Raleigh, NC

*Summer Associate*

April 20xx-March 20xx

- Developed transactional model, wrote Investment Memorandum, and assisted in negotiations and due diligence for \$320M brownfield purchase
- Authored \$2M HUD grant and assisted in preparation of seven applications for municipalities
- Contacted city representatives, coordinated communication among deal managers, and revised application narratives
- Conducted extensive financial and market analyses and provided recommendations for over \$350M of potential transactions throughout the U.S. and Europe
- Presented relevant new business opportunities to internal management team

### LEADERSHIP ACTIVITIES

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Member, Alpha Sigma Gamma

20xx-20xx

### SKILLS

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**Computer:** Proficient in Argus

**Languages:** Spanish (fluent)

(MAcc)

## JANE DANIELS

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### EDUCATION

---

#### **University of Denver, Daniels College of Business**

Denver, CO

*Master of Science in Accountancy* candidate

- 3.93 GPA
- Relevant Courses: Consolidated Financial Statement, Financial Database Management, Cost Management, Corporation Partnership and Taxation, Fraud Examination
- Projects: Designed accounting system for small business; analyzed financial statements for Prize Corporation

#### **University of Chicago**

Chicago, IL

*Bachelor of Science in Business Administration*, Real Estate

December 20xx

- 3.7 GPA
- Relevant Courses: Accounting for Decision Making, Public Policy & Business, Auditing, Statistics I/II
- Honors: Dean's List

### EXPERIENCE

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#### **H&R Accounting**

Denver, CO

*Accounting Intern*

April 20xx-Aug. 20xx

- Managed full-cycle, full-charge accounts payable for more than 50 vendors; performed detailed fund accounting, reviewed capital project costs, reconciled bank statements and handled interest accounts
- Reported organization's finances to management and offered suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts
- Analyzed and prepared income and expense accruals and supporting schedules for auditors

#### **KPMG**

Denver, CO

*Discover PKMG Summer Leadership Program Participant*

April 20xx-March 20xx

- Performed general Audit, Tax and Advisory practices; exhibited detail-orientation and accuracy
- Participated in on-site case study at Electronic Arts presented to KPMG Partners

#### **Volunteer Income Tax Assistance Program**

Denver, CO

*Tax Preparer*

April 20xx-March 20xx

- Achieved basic and intermediate tax preparer certification
- Provided free tax services for approximately 90 individuals and families during tax season
- Analyzed client information for financial situations to provide accurate tax returns using respective 1040, 1040a and 1040EZ forms

### EXTRACURRICULAR ACTIVITIES

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- Member, Beta Alpha Psi, recruited and grew membership by x% 20xx-20xx

### HONORS AND AWARDS

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- 1<sup>st</sup> place for the Race & Case competition involving a Harvard business case analysis and presentation

### SKILLS

---

**Computer:** Proficient in SQL and VBA

(MAcc)

## JANE DANIELS

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### EDUCATION

---

#### University of Denver, Daniels College of Business

Denver, CO

*Master of Science in Accountancy, Valuation track*

June 20xx

- Recipient of merit-based scholarship; teaching assistant in Accounting Department

#### Tsinghua University

Beijing, China

*Bachelor Degree in Business Administration (Accounting)*

September 2009 - June 2013

- Major GPA: 3.62/4.0; Scholarship for Excellence in years 2009-2010, 2010-2011 and 2011-2012
- Chartered Financial Analyst (CFA) Level II Candidate

#### Study Abroad at California State University

Bakersfield, CA

February 2010 - March 2010

### PROFESSIONAL EXPERIENCE

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#### Lehmanbrown International Accountants

Beijing, China

*Intern, Tax Department*

February 2013 - March 2013

- Participated in tax review for Turck Tas, a Chinese heavy duty truck manufacturer; prepared working papers
- Conducted research on newly issued tax articles; prepared comments for firm's website

#### China Merchants Bank

Beijing, China

*Summer Intern, Personal Loans Department*

July 2012 - August 2012

- Assisted customers through mortgage loan application process
- Evaluated clients' credit worthiness in 120 mortgage cases

#### KPMG Elite Program

Beijing, China

*Program Trainee and Winter Intern, Audit Department*

July 2011 - May 2012

- Participated in year-end audit of Bank of Qingdao; issued receivable confirmation letters to bank's clients
- Conducted due diligence by interviewing clients
- Performed alternative audit procedures to measure solvency

### LEADERSHIP

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#### Challenge Cup Business Plan Competition

Beijing, China

*Chief Financial Officer*

September 2012 - May 2013

- Led group of eight students in designing and executing survey to study feasibility of business plan; set up financial plan, and coordinated fundraisers to implement plan
- Selected to participate in the National College Student Entrepreneurial Program

#### United Nations Youth Assembly

New York City, NY

*Representative of People's Republic of China*

August 2011

- Conferred with global peers to explore Africa's 21st century social and economic development challenges
- Presented at Infant Mortality Workshop, on behalf of Chinese delegates sharing current developments in China's rural areas

### SKILLS

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- Fluent in Mandarin and English, conversational in Spanish
- Proficient in SAP Crystal Dashboard Design

(MSBA)

## JANE DANIELS

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### EDUCATION

---

#### University of Denver, Daniels College of Business

Denver, CO

*Master of Science in Business Analytics* candidate

June 20xx

- 3.93 GPA
- Relevant Courses: Data Warehousing, Database Management, Business Statistics, Business Intelligence, Predictive Analytics, Data Mining and Visualization, and Decision Processes
- Business Analytics Experiential Projects:
  - Datawarehousing – Denver Crime and Weather Data
    - Built Dimensional cubes using SSAS and analyzed them with Excel pivot tables to see if relationships between crime and weather existed
  - Predictive Analytics/Data Mining
    - Performed classification, association, and cluster analysis using SSPS modeler
    - Constructed text mining and analysis using Python, Weka, and Websphinx

#### University of Chicago

Chicago, IL

*Bachelor of Science, Statistics*

December 20xx

- 3.7 GPA
- Honors: Dean's List

### EXPERIENCE

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#### DaVita

Denver, CO

*Business Analytics Intern*

April 20xx-March 20xx

- Designed and developed new data loads for initial loads and/or incremental loads
- Collaborated with users, managers, and other resources in conceptualizing and developing reports and analytical tools that meet their needs
- Revised data processing procedures to include fuzzy logic and streamline data

#### Deloitte

Denver, CO

*Business Analyst Intern*

April 20xx-March 20xx

- Performed general analysis for eight different projects to gain market insights to target sales
- Collaborated with team members and clients to ensure consistent results

#### Comcast

Denver, CO

*Market Analyst*

April 20xx-March 20xx

- Entered and analyzed data from focus groups about television programs
- Provided feedback to Comcast regarding the results of the customer data

### EXTRACURRICULAR ACTIVITIES

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Treasurer, Daniels Graduate Business Information and Analytics (BIA)

20xx - Present

### HONORS AND AWARDS

---

1<sup>st</sup> place for the Race & Case competition involving a Harvard business case analysis and presentation

### SKILLS

---

**Computer:** Proficient in Access, SQL, Tableau and VBA

(MSF)

## JANE DANIELS

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### EDUCATION

---

#### University of Denver, Daniels College of Business

Denver, CO

*Master of Science in Applied Quantitative Finance* candidate

June 20xx

- 3.76 GPA / 670 GMAT
- Relevant Courses: Capital Expenditure Analysis, Security Analysis and Valuation
- Projects: Training the Street, ACG Case Competition Participant

#### University of Ohio

Athens, OH

*Bachelor of Business Administration, Finance, cum laude*

May 20xx

- GPA 3.75

### EXPERIENCE

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#### Intel Corporation

Denver, CO

*Finance Intern*

April 20xx-Aug. 20xx

- Conducted thorough competitive analysis which determined synergies and benefits of strategic alliances, impact of equity ownership and overall industry impact
- Prepared complex financial statement forecast of a combined entity organization which predicted financial health and evaluated ability to comply with published strategies
- Influenced relationships between strategic planning, manufacturing, and marketing to complete project that benefited all levels of organization
- Delivered recommendations to diverse group of controllers that drove product roadmap needs
- Demonstrated strong leadership and teamwork skills

#### The Proctor and Gamble Company

Cincinnati, OH

*Finance Intern, Global Feminine Care*

April 20xx-March 20xx

- Benchmarked financial analysis practices across all seven geographic regions and five global business units which identified inconsistent applications and interpretations
- Implemented changes to corporate-wide guide used by all businesses, ensuring accurate and reliable analysis
- Analyzed and leveraged pricing strategies across six geographic regions that pinpointed opportunities to increase revenue by \$3M and volume by 40%
- Developed and recommended seven-year expense guidelines in order to meet corporate growth objective, attained 2.5 points of margin improvement and ensured savings of \$13M

#### Merck & CO, Inc.

Newark, NJ

*Summer Financial Analyst, Financial Evaluation & Analysis Group*

April 20xx-March 20xx

- Modeled potential \$150M licensing deal including counteroffer comparisons
- Developed Monte Carlo assumptions for various oncology indications that determined value of potential cancer therapy
- Researched market reactions toward and statistical significance of biotech and pharmaceutical mergers and acquisitions activity since 1999 and presented findings to members of Executive Committee

### ACHIEVEMENTS

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- CFA Level I
- Bloomberg Certified, Capital IQ proficient

(MSM)

## JANE DANIELS

720-555-1234 • jane.daniels@du.edu • www.linkedin.com/in/JaneDaniels

### EDUCATION

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**University of Denver, Daniels College of Business** Denver, CO

*Master of Science in Management* June 2016

- GPA 3.65/4.0

*Bachelor of Arts* May 2013

- Double Major: Philosophy, Classics
- GPA 3.1/4.0

### HONORS

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- MSM Fellow, Daniels College of Business 2012-2013
  - Nanovic Senior Research Grant, Nanovic Institute Fall 2012
  - Undergraduate Research Opportunity Program Grant Fall 2010

### EXPERIENCE

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**Department of Finance, Daniels College of Business** Denver, CO

*Teaching Assistant* January 2014-Present

- Assisted with senior-level course, “Corporate Governance and Catholic Social Teaching,” graded assignments, and provide students with feedback aimed at improving the quality of their presentations and written reports
- Answered student questions related to corporate governance mechanisms, preparing case write-ups and presentations, and performing DCF analysis

**BP Strategy Competition, Daniels College of Business** Denver, CO

*Selected Participant* January 2014

- Developed a strategy for an oil company’s expansion into an emerging market, identified the best strategic plan through SWAT and DCF analysis, and presented and defended recommendation to BP managers
- Analyzed a multifaceted case involving legal, political, and environmental issues and prepared a strategy using finance, accounting, and business law concepts

**Denver University Student Activities, University of Denver** Denver, CO

*Trip Coordinator* 2012-2013

- Coordinated the planning team for the largest student-organized trip at Notre Dame, taking more than 600 students to Washington D.C.
- Managed a budget of over \$70K, developed marketing campaign, arranged trip logistics, and delivered presentations to university administrators
- Achieved the DU ‘Club Event of the Year’ award

**Rite Aid Corporation**

*Associate*

Gibsonia, PA  
July 2012-December 2013

- Identified and implemented solutions that reduced overstocks and outdates
- Created seasonal shelving displays and selected products for premium placement
- Developed strong customer service and communication skills

### LEADERSHIP

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**MSM Information Session Committee, Team Lead** 2013-present

- Launched team to generate interest in the program and spoke to potential students
- Delivered student input on marketing decisions to MSB admissions committee

### ACTIVITIES

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*Staff Writer, The Pioneer* 2009-present

(MS-MKT)

## JANE DANIELS

720-555-1234 • jane.daniels@du.edu • www.linkedin.com/in/JaneDaniels

### EDUCATION

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#### **University of Denver, Daniels College of Business**

Denver, CO

*Master of Science in Marketing* candidate

June 20xx

- 3.99 GPA / GMAT 680
- Relevant Courses: Brand Management, Customer Experience Management, Concepts of Buyer Behavior, Foundations of Digital Marketing
- Marketing Projects: Search Engine Optimization for Illegal Pete's,

*Bachelor of Science in Business Administration, Marketing*

June 20xx

- 3.9 GPA
- Relevant Courses: Business Policy and Strategy, Business to Business Marketing, Methods of Marketing Research

### EXPERIENCE

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#### **The Integer Group**

Lakewood, CO

*Account Leadership Intern*

April 20xx-Present

- Collaborated with cross departmental teams on projects presented to upper management
- Generated comprehensive database of industry Intel for account team utilization
- Designed and produced content for monthly client newsletter
- Improved turnaround time of urgent client projects to 24 hours

#### **Tombstone Corporation**

St. Louis, MO

*Marketing Intern*

July 20xx-March 20xx

- Wrote copy for Facebook page, company website, media kit, and press releases
- Created content for brand promotion and social media
- Increased online engagement and retention by 20% through social media
- Designed marketing materials for venue distribution

#### **Mathis Marketing**

Loveland, CO

*Marketing Intern, Search Engine Optimization*

July 20xx-October 20xx

- Defined keyword objectives
- Developed on and off-site optimization strategies
- Consistently achieved ranking, traffic, and conversion growth across accounts
- Educated clients and peers in effective content creation

### LEADERSHIP ACTIVITIES

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Participant, Daniels Race & Case competition

20xx

Member, Denver University Marketing Association (DUMA)

20xx-20xx

Marketing Director, Daniels Graduate Women in Business (DGWIB)

20xx-20xx

### SKILLS

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- **Languages:** Spanish (proficient)
- **Computer:** Proficient in InDesign, Adobe Photoshop, Adobe Illustrator, HTML, Java, MySQL, Microsoft Office, Google Adwords Qualified Individual (certified)
- **Media:** Proficient in LinkedIn, Instagram, Facebook, Twitter, Vine, Pinterest

(MS-REBE)

## JANE DANIELS

303-456-7899 • jane.daniels@du.edu • www.linkedin.com/in/janedaniels

### **EDUCATION**

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#### **University of Denver, Daniels College of Business**

Denver, CO

*Master of Science in Real Estate and the Built Environment*

June 2016

- GPA 3.99/4.0
- Relevant Courses: Construction Project Management, Legal Issues and Risk Management, Business of the Built Environment, Architecture Planning & Design Management, Real Estate Finance, Corporate Real Estate and Facilities Management
- Relevant Activities: Playhouse Project Volunteer, NAIOP Commercial Real Estate Competition and Mortenson BIM Bootcamp

#### **University of Chicago**

Chicago, IL

*Bachelor of Science in Real Estate*

December 2013

- Double Minor: Philosophy, Classics
- GPA 3.5/4.0
- Relevant Courses: Global Perspectives in Real Estate, Real Estate Finance, Real Estate Appraisal, Real Estate Investments Seminar, Commercial Real Estate Practice & Feasibility

### **EXPERIENCE**

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#### **HREC Investment Advisors**

Denver, CO

*Analyst Intern*

April 2015-Present

- Assist brokers and analysts in preparing documents such as Investment Offering Memorandums and Broker's Opinion of Value
- Analyze hotel financial statements and develop operating proformas for proposals
- Conduct market research on economic, demographic, and real estate market data
- Update databases and compile specific data for marketing uses in certain real estate markets

#### **Falcon Constructors**

Colorado Springs, CO

*Project Management Intern*

April 2013-Fall 2013

- Managed subcontracted work on \$12 million medical office building throughout several phases of completion
- Performed quality assurance on all work and gained acceptance from building ownership group
- Created weekly and monthly reports to ownership and investor teams outlining progress and completion milestones
- Earned extensive experience operating successfully in a high stress environment

### **LEADERSHIP**

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Member, Real Estate and Construction Management Society

September 2013-Present

- Participate in an active group of students looking to add value to their Real Estate degrees
- Attend networking events such as property tours, industry panels, and speaker series

Member, CREW Network

April 2015-Present

### **SKILLS**

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**Computer:** Proficient in Excel, PowerPoint, Word, Primavera P6, Sketchup

**Languages:** Spanish (fluent)

(EMPA/PMBA)

# JANE DANIELS

720-555-1234 • jane.daniels@du.edu • www.linkedin.com/in/JaneDaniels

## Executive Summary

Detail-oriented and results-focused Finance Professional with extensive experience managing a broad range of financial functions in diverse, global environments with a focus on streamlining efficiencies, reducing costs and improving data accuracy. Knowledge of statutory and management reporting principles, manufacturing processes and auditing concepts. Proficient utilizing SAP (FICO module) Oracle Financial Analyzer (OFA) and MS Office with working knowledge of numerous accounting systems including Oracle, SAP and Enterprise One.

### Key Skills

Financial Analysis  
Budgeting/P&L Management  
Forecasting

Public Speaking  
Staff Development  
Acquisition Integration

Process Improvement  
Financial Modeling  
Due Diligence

## Professional Experience

OXFORD INSTRUMENTS – PROVIDER OF HIGH TECH TOOLS FOR RESEARCH AND INDUSTRY, *Chicago, Illinois* 2010 - Present

*Divisional Finance Manager*

2011 - Present

Brought on to fulfill new role with accountability for managing monthly consolidation of eight legal entities for the main division of this FTSE small cap manufacturer of high technology tools and systems. Collaborated with worldwide Managing Directors in regard to sales, operations, marketing and new product introduction. Supplied integral financial analyses for executive decision-making. Reviewed financial accounts of subsidiaries in Europe, the U.S. and Asia.

- Optimized efficiency of distribution channels by closely assessing sales and costs in different territories and partnering with Global Sales Director to properly allocate resources
- Championed all aspects of the divisional consolidated budget process including local interviews, analytical reviews and top-level commentary
- Produced more than \$1.5M in savings by designing and implementing a distribution cost analysis model that resulted in restructuring of the global sales team and distribution channels
- Created a budget to reflect division restructuring that reduced work force at one site by 33% and focused on streamlining global operations for \$2M in savings
- Facilitated delivery of timely management accounts and analysis to finance and executive committee by creating an improved consolidation model and process

*Accounting Consultant, China Team*

2010 - 2011

Liaison between Shanghai and the CFO, with shared responsibility for reviewing organizational processes regarding agreements and contracts. Reported to CFO office.

- Partnered with colleagues to conduct operational audits and reviewed accounting procedures of physical inventory on two accounting books, local statutory reporting and group financial reporting; resulting in authorizing \$300K write-off

NAVIGANT TECHNOLOGIES- GLOBAL PROFESSIONAL SERVICES FIRM– *Syracuse, New York*

2005 -2009

*Management Associate, Northeast Region*

Provided management consulting services and support to construction, financial and healthcare industries. Developed partnerships with key clients to grow business portfolio

- Increased new client base by 10% during first two years, resulting in new revenue sources
- Partnered with strategic vendors on alternative consulting platforms to enhance client engagement and contract renewals
- Developed and implemented new process to streamline internal procedures, leading to faster and more efficient turnaround times

## Education & Specialized Training

UNIVERSITY OF DENVER, DANIELS COLLEGE OF BUSINESS – Denver, Colorado

June 2015

*Master of Business Administration (P/EMBA)* GPA: 3.9/4.0

SYRACUSE UNIVERSITY – Syracuse, New York

June 2005

*Bachelor of Science- Major: Accounting* GPA: 4.0/4.0

- Summa cum laude
- Member of Beta Gamma Sigma National Honor Society for Outstanding Business Students

## Leadership, Awards, Community Activities

Volunteer, Metropolitan Symphony Orchestra

2010 - 2012

Board of Directors, End Hunger Now

2011 - Present

Top Employee Award, Oxford Instruments

2011