

SAMPLE RESUME - UNDERGRADUATE

(Resume courtesy of Fresno Pacific University)

Anne M. Carson
anne.carson@colonial.edu
Cell 555/555-5555

University Address
212 Main Street
Colonial University
Winston-Salem, NC 08545

Home Address
32 Timber Road
Norfolk, CT 06058

EDUCATION

Colonial University Winston-Salem, North Carolina
Major: Finance, Minor Mathematics—Bachelor of Arts expected May 2013
Cumulative GPA: 3.5, CPA in Major: 3.7
Relevant Coursework: Macro and Micro Economic Theory, Calculus II, Intro to Accounting, Statistics
Awards' Dean's List: 2010 - present; National Society of Collegiate Scholars

Peterson Academy, Oyster Bay, New York
Graduated with Highest Honors, June 2009. CPA 3.9.
Activations/Presidents Leadership Award: President, Student Council: Vice -President, National Honor Society: Captain, Varsity Lacrosse: Captain, Varsity Cheerleading: Big Sisters

EXPERIENCE

Colonial University Department of Economics

Research Assistant, Fall 2009- Present

Winston-Salem, NC

- Conduct research for Dr. Marguerite Lewis, an economics professor and prior of undergraduate Studies, by collecting information and data on personal decision-making in healthcare choices
- Analyze and synthesize the data into graphic and spreadsheet formats
- Consolidate findings weekly in organized, comprehensible reports and present to department

Logan Investments (\$24 billion asset management firm)

Research Analyst Intern, June - August 2011

Stamford, CT

- Served as assistant to portfolio manager of \$3 billion Global Equities Fund
- Delivered PowerPoint presentation to entire Global Equities Team on historical yield curve movement in German fixed income market
- Produced asset allocation models based on the domestic and international economic research
- Designed quarterly fund reports with Excel macros used in regular research analyst assessments
- Prepared spreadsheets showing fee Structures for competing funds in the market

Target

Sales Associate, June - August 2009

Oyster Bay, NY

- Worked in largest volume store in the region, with annual sales of in of \$4 million
- Generated sales of more than 530,000 in one month, the most for any sales associate in the district
- Selected to work with merchandising team to develop and present new inventory tracking model to regional manager

Supreme Sports Camp (500-camper multi-sport camp)

Camp Counselor, June -August 2008

Southampton, NY

- Aided in developing speed, agility, and conditioning drills for junior high school athletes
- Prepared arrival/departure information, organized game schedules, managed team rosters

ACTIVITIES

Delta Delta Delta Sorority, *House Manager* (Fall 2010- Present)

- Elected by sorority to maintain relationships with the university, run daily house operations, and transition new officers
- Oversaw the House Renovations Committee
- Sourced and negotiated \$1 million bank loan for renovation of sorority house

Colonial University Varsity Lacrosse, *Member* (Fall 2009 - Present)

- 30.35 hours of practice per week (Sept - May); Academic All-MAEC Second Team, played in NCAA Final Four (2009); Warren Smith Sportsmanship Award. *presented to Me athlete who shows the highest level of respect to all he encounters through athletics*

Colonial University Undergraduate Women in Business, *Associate Member* (Fall 2009- Present)

- Completed 8 -week training program focusing on finance, consulting and entrepreneurship

SKILLS/INTERESTS

Computer HTML, MS Excel, MS PowerPoint, MS Word

Language: Proficient in Spanish

Interests: Golf, Tennis, Lacrosse, World War II history