

# First Name Last Name

## CURRENT ADDRESS:

100 Foster St.  
Brighton, MA 02135

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000-123-4567

## PERMANENT ADDRESS:

123 Spruce St.  
Holden, MA 01520

## EDUCATION

### Boston College, Carroll School of Management

May 2014

- Bachelor of Science in Management: Concentrations in Finance and Corporate Reporting  
Minor in Mathematics
- **GPA:** 3.88 / 4.00; **Rank:** 21/464; self-financing portion of education through 20 hours of work per week
- **Honors:** One of 35 juniors in the CSOM Honors Program, Alpha Sigma Nu Jesuit Honor Society, Dean's List  
First Honors, One of five finalists for the Grant Thornton-Boston Business Journal Scholarship

## WORK EXPERIENCE

### Boston College, Chestnut Hill, MA

*Research Assistant, Finance Professor Clifford Holderness (10-20 hrs/week)*

Summer 2012 - Present

- Research the seasoned equity offering process in a different country each week
- Examine the shareholder approval procedure and determine if pre-emptive rights can be waived
- Analyze the outcomes of 10 to 12 offerings, including rights issues, public offerings, and private placements

*Microsoft Excel Tutor (10 hrs/week)*

Fall 2011- Spring 2012

- Assisted student athletes in Computers in Management, a course dedicated to Microsoft Excel
- Held weekly one-on-one tutoring sessions and office hours

### Hanover Insurance Company, Worcester, MA

*Treasury Department Analyst (40-45 hrs/week)*

Summer 2012

- Instituted a rolling balance reporting process including a four week cash forecast for five business entities
- Classified treasury cash flows by business line to support executive decision making
- Responsible for daily activities such as compiling an Opening Total Cash Report and updating the cash calendar

### Opus Investment Management, Worcester, MA, a subsidiary of Hanover Insurance

*Project Consultant (10 hrs/week)*

Fall 2012

- Researched the effects of the 2012 Presidential and Congressional elections on equity and debt markets
- Presented research findings to the Opus investment team of portfolio managers and analysts

*Trading Floor Intern (40 hrs/week)*

Summer 2011

- Analyzed and projected Hanover Insurance's operations to establish a daily cash forecast for 2012
- Administrator of daily trade tickets, private placements, and a mezzanine fund database
- Assisted in the preparation of quarter end reports for a total of 10 institutional clients

## LEADERSHIP & SERVICE EXPERIENCE

### Boston College Venture Competition

2010- Present

- CFO of Madaia, a budding start-up company that will provide accounting services through crowdsourcing
- Delivered 60 second "elevator pitch" to a panel of venture capitalists and audience of young entrepreneurs

### Boston College Hoops for Hope, Treasurer

2011- Present

- Coordinate finances for Hoops for Hope, an organization that runs a basketball tournament for the V Foundation
- Collect and attribute funds of over \$7,000 for organization expenses and donations

### CSOM Honors Program, Volunteer

2010- Present

- Worked with the St. Bernard's Project to rebuild houses on a one week service trip to New Orleans, LA
- Assisted in various activities at Cradles to Crayons, a charity organization in Brighton, MA

### Special Olympics, Partner

2005- 2012

- Coached adults with disabilities in basketball and soccer as an in-game partner

## SKILLS & INTERESTS

- Intramural sports including flag football, basketball and softball
- Following the financial markets; Boston sports teams; Classic rock music, especially Bruce Springsteen