

# First Name Last Name

Hometown, State, Zip | emailaddress@elon.edu | (xxx) xxx-xxxx | LinkedIn URL

## EDUCATION

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**Elon University**, Martha & Spencer Love School of Business **Elon, NC**  
*Bachelor of Science in Business Administration, Finance* May 2022  
**Relevant Coursework:** Investments, Statistics for Decision Making with R Programming GPA:3.4/4.0

**Study Abroad:** University of Saint Louis Madrid Campus (Madrid, Spain) January 2022

## PROFESSIONAL BUSINESS EXPERIENCE

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**Ernst & Young, LLP** **New York, NY**  
*Financial Assurance Intern* May 2022 - August 2022

- Assessed and reported audit findings to managers for clients of various industries
- Developed action plans for client executives in collaboration with senior associates
- Researched corresponding governing documentation and uploaded expected allocation matrix
- Reviewed financial records containing accounts ranging from 1MM to 2BN

**Merrill Lynch** **Boston, MA**  
*Financial Planning Intern* May 2021 - August 2021

- Collaborated with financial advisors to prepare for client meetings
- Generated financial reports specific to individual client needs
- Proposed and executed improved client outreach plan yielding 27 prospective clients

## CAMPUS INVOLVEMENT

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**Phi Mu**, *Vice President of Finance* August 2021 - Present

- Collect, allocate, and manage a \$170,000 annual budget, comprised of 28 individual accounts
- Record and supervise all cash inflows and monitor account balance
- Distribute cash flows to maintain accounts with vendors, the national office, and Elon University

**ENACTUS**, *Vice President for Campus Relations* August 2021 - Present

- Serve as a liaison for organizations and professionals across campus
- Coordinate and manage events for all members to attend; organize through PhoenixCONNECT

**Elon University Athletic Communication**, *Communication Assistant* August 2018 - Present

- Interpret plays at sporting events and provide statistics to the head statistician for both home and away teams
- Enhance public speaking skills through work with senior department staff

**InterVarsity**, *Retreat Team Coordinator* August 2020 - May 2021

- Coordinated team leader retreat by recruiting keynote speakers and managing schedule of events
- Allocated the necessary funds for each outing

## CERTIFICATIONS AND SKILLS

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**Certifications:** Microsoft Office Specialist: Excel 2016 Expert, Bloomberg Market Concepts  
**Skills:** Tableau, Microsoft Power BI, Microsoft Word and PowerPoint, SQL language

## HONORS & AWARDS

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- Phi Kappa Phi Honors Society
- Love School of Business Honor Roll for Social Responsibility
- Elon University Dean's List: Fall 2019, Spring 2020, Spring 2021

## VOLUNTEER EXPERIENCE

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- The Village Project
- Elonthon Dance Marathon