

Toolkit: Finance

Resume Example

LU Rambler Name

Chicago, IL | lurambler@luc.edu | 312-555-5555 | [linkedin.com/lurambler](https://www.linkedin.com/lurambler)

Competitive and resourceful finance major. Passionate about building my knowledge in the field of finance and committed to delivering exceptional results. Experienced in working with customers and skilled at collaborating effectively with team members. Determined, driven to perform, and motivated to succeed.

Core Skills & Competencies

Data Analysis | Financial Reporting | Quick Learner | Project Management | Presentations & Public Speaking
Relationship Builder | Customer Service | Microsoft Excel | Google Workspace

Education

Loyola University Chicago, Quinlan School of Business
Bachelor of Business Administration, Finance
Member of the Business Honors Program

Expected Graduation: May 2024
GPA: 3.6/4.0
Dean's List: 2020 & 2021

Work Experience

Talent Acquisition Specialist – ABC Company – Chicago, IL

December 2021 - Present

- Collaborate with team members to source candidates and expedite the hiring process
- Use Workday software to create job requisitions for hiring managers across the country
- Review candidate resumes and recommend candidates to recruiters
- Meet bi-monthly with HR team members to review weekly priorities and results

Finance Intern – XYZ Company – Chicago, IL

April 2021 - August 2022

- Met with business owner weekly to review and discuss business financials
- Opened shop and managed business operations on a daily basis
- Answered product questions, provided quotes, and addressed customer service issues via phone/email
- Developed and introduced updated pricing programs to support increased revenue & profit

E-Commerce Intern – XYZ Company – Chicago, IL

May 2020 - August 2020

- Personally sold over \$100,000 in merchandise
- Answered inbound calls to provide customers with product information and quotes
- Updated product and pricing information on consumer website

Extracurricular Activities

Investment Committee Member, Rambler Investment Fund

August 2021 – Present

Student-run global macroeconomic fund with the explicit goal of generating an absolute return

- Collaborate with 4 committee members and 30 analysts on investment goals, strategies & decisions

Pro Tips

- Best Fonts: Georgia, Garamond, Ariel, Helvetica, Calibri
- Your physical address is no longer needed, city and state are sufficient
- Avoid using first person pronouns
- Send as a PDF unless requested in another format saved "Your Name - Resume - Month Year"
- One page is considered appropriate for college students and recent graduates



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Sample Interview Questions

- Tell me about yourself.
- Why are you interested in working for our company?
- Show how your top three strengths align with this work.
- What makes you a good fit for our company?
- Tell me a time where you did not meet a deadline. How did you resolve the situation?
- Please share a time when you had to extract information from a database to make a data informed decision? If you do not have experience with any databases then share in general about your data analysis experience.
- How would you value this example company? Calculate FCF, working capital, enterprise value, etc. Does anything strike you about these financial statements? Please share your analysis.
- What statements do you need in order to value a privately held company?
- Please share about any experience you may have with financial forecasting.
- Please share your experience with client relationship management. For example, share a time when you had to clarify client expectations.
- Please type of financial statements have you prepared in the past? Which is your favorite type of statement and why?
- Please share about your experience with diversity, equity and inclusion as well as your commitment to anti-racism efforts in a team setting.
- How do balance sheets and income statements relate?
- What systems do you use to stay organized?
- Please share a time when you had to make a difficult decision. What was the approach you used to determine the best action plan?
- Please share about a time when you had to resolve an issue with a coworker. How did you resolve it, and were you able to identify the source of conflict?

Professional Associations and Resources

- Association for Financial Professionals
- The American Finance Association
- National Investment Banking Association
- International Association of Investment Bankers
- American Banking Association
- Bank for International Settlement
- Barchart.com
- Bloomberg
- Chicago Mercantile Exchange
- Commodity Futures Trading Commission
- Dow Jones
- Federal Reserve Bank of Chicago
- Federal Reserve Bank of New York
- Forex Market
- International Monetary Fund
- NASDAQ Stock Exchange
- New York Stock Exchange
- Oanda, the Currency Site
- Philadelphia Stock Exchange
- Security Exchange Commission
- World Bank Group
- Professional & Student Organizations
- Emerging Market Trader Association
- Financial Management Association
- Rambler Investment Fund (RIF)
- Association of Latino Professionals for America (ALPFA)
- Beta Alpha Psi (BAP)

Skills

- Financial Statements
- Negotiation and Closing
- Portfolio Management
- Client Presentation and Public Speaking
- Regulatory Compliance
- Project Management
- Data Analysis and Application
- Database Management
- Ethical Leadership and Stakeholder Management
- Strategic Planning
- Financial Forecasting and Analysis
- Project Management
- Microsoft Office Suite: Excel - Pivot Tables, Modeling, VLOOKUP

