

Nicholas Finance

10 Ben Franklin Drive
Philadelphia, PA 19104

123.456.7891
name@student.lasalle.edu

EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Science in Business Administration

May 20XX

Dual Major: **Finance** and **Economics**

GPA: **3.9** (Finance) **3.8** (overall)

HONORS & ACCOLADES

- **La Salle Honors Program**, a rigorous program with strict admissions that offers a challenging 14 course core curriculum.
- **Christian Brother's Four Year Full Tuition Scholarship**, awarded to select members of the Honors Program for strong academics and leadership.
- **Dean's List**: Spring 20XX, Fall 20XX, Spring 20XX, Fall 20XX, Spring 20XX, Spring 20XX
- Recipient of **20XX grant** from the **Philadelphia Association of Financial Professionals** (PAFP)

RELEVANT EXPERIENCE

Johnson & Johnson, West Chester, PA

Commercial Finance Co-op

June 20XX to Present

- Organize and maintain documentation for all journal entries, month-end close, and quarterly close operations.
- Maintain various actual vs. budget reports totaling over 170 million in expenses.
- Participate as part of a highly interactive finance team supporting marketing business partners.
- Create new files and ways to track spend accounts; investigate areas of over- and under-spend.
- Earned a Silver Encore Award for planning and leading two full-day professional development workshops for co-ops.

American Bankers Association, Washington, D.C.

Government Relations Intern

Summer 20XX

- Created reports and summaries of Capitol Hill hearings for the association.
- Performed research on current law initiatives.
- Maintained database of Senators, Representatives, and other contacts for the association.

BUSINESS EXPERIENCE

Name of Product, BUS 100, La Salle University

April 20XX

- Created a new product for the consumer market that simulates riding in a car to comfort children and help them fall asleep
- Acted as Finance and Accounting Vice President and handled associated responsibilities
- Created financial statements from computed costs as well as estimated sales
- Used real product prices for materials needed and assets to start companies
- Presented final business plan to professional bankers at Bankers' Day successfully

LEADERSHIP & ACTIVITIES

- **Tutor and Student Instructor**, La Salle University, January 20XX to Present
 - Delivered course information in an articulate, comprehensible manner to economics and mathematics students.
 - Witnessed student performance changes as high as five letter grades.
- **Treasurer** for the **Gamma Iota Sigma (Risk Management) Honor Society** at La Salle, September 20XX-Present
- **Resident Assistant (RA)** to 25 residents for the 20XX-XX academic year
 - Responsible for the safety, well-being, and involvement of on-campus resident students.
- **Member** of the **Beta Gamma Sigma** International Business Honor Society and the **Omicron Delta Epsilon** International Economics Honor Society due to academic success, September 20XX-Present

SKILLS

Advanced Microsoft Excel
Proficient Microsoft Outlook, Word, and PowerPoint skills
Proficient SAP accounting software skills