

# Running Resumes

617-123-4567

Paula Revere

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- Objective** An entry level finance position that requires analytical and quantitative skills.
- Education** **University of Sorrs.** Storrs, CT
- Bachelor of Science
  - Major in Finance
  - GPA: 3.6
- Jan 2007 to April 2007 **Paderno Undergraduate** (Study Abroad) Paderno del Grappa (TV), Italy
- Rapport Leadership International: Leadership Breakthrough I – Certificate of Completion
  - CIMBA – Kepner Tregoe: Problem Solving and Decision Making Training
  - Learn, Enrich, Achieve, Perform (LEAP) program participant
- Work Experience**
- June 2007 to Aug 2007 **Capitol Inc, Global Private Client** New York, NY
- Intern*
- Constructed presentations for potential clients
  - Asset breakdown of portfolios
  - Cold called numerous executives and added to potential clients
- Dec 2006 to Jan 2007 **Fashion Bug** Trumbull, CT
- Seasonal Sales Associate*
- Contributed to reaching sales goals of \$15,000 per week by building fifteen clientele
  - Created in store visual displays to promote sales
  - Counted money in cash register to verify balance at opening and closing
- June 2006 to Aug 2006 **Town Board of Education** Newtown, CT
- Custodial Summer Help*
- Cleaned all areas of high school to prepare for the 2006-2007 school year
- Extracurricular Activities**
- Storrs Women's Volleyball Club** Storrs, CT
- Vice President: Fall 2005 to Fall 2006
  - Coordinated travel plans for twelve events in the 2005-2006 academic year and five events in the fall 2006 semester
  - Applied for funds from the university for travel, coaching, and equipment
- Storrs Finance Society** Storrs, CT
- Learned about different financial companies and job opportunities through people currently working in the industry