

Running Resumes
617-123-4567
Thomas Jefferson

EDUCATION:

Clinton College, Clinton, NY

Bachelor of Arts degree, Economics Major
CFA Level II, Candidate

May 2006
June 2009

Sydney University, Sydney, Australia
Semester abroad

Fall 2004

RELEVANT WORK EXPERIENCE:

Boston Accounting, Boston, MA

Fall

2006-present

Transaction Services, Senior Associate - Associate

- Performed financial due diligence on behalf of private equity and strategic clients for the purpose of merger and acquisition transactions.
- Assisted in the creation and design of transaction advisory reports specific to key issues addressing client concerns. Reports include analysis of operating results, financial position, cash flows, quality of assets and earnings, working capital, potential liabilities and risks, forecasts, and the impact of findings on the valuation of the target organization.
- Analyzed target performance through the use of models, financial ratios, key performance trends and specific industry metrics. Clarified and presented findings through comprehensive written, graphical and tabular data analysis.
- Traveled domestically and internationally to participate in meetings of target's leadership, including CEO's and CFO's. Developed detailed question lists highlighting trends, abnormalities, and potential issues for use during these interviews.
- Managed data in-flow throughout deal process. Recognized documents pertinent to deal scope and maintained request lists of information required for due diligence.
- Received KPMG's "Encore Award" for outstanding achievement in actively exhibiting the firm's core values while serving the clients and teaming with co-workers.
- Clients advised include: Thomas H. Lee Partners, Apollo Management, TA Associates, Sun Capital Partners, and MasterCard.

Royal Bank of Boston, Capital Markets, Boston, MA

Winter 2005-2006

Municipal Bond Institutional Sales/Intern

- Facilitated bond sales by working with the trading and sales departments and relaying market information. Executed various tasks using Bloomberg including searching inventory and competitive bids wanted. Managed incoming phone calls.

Royal Bank of Boston, Boston, MA

Summer 2005

Broker's

Assistant/Intern

- Assumed administrative responsibilities including frequent client interaction, bookkeeping, and account management for several different brokers. Other duties consisted of filing, mailings, marketing, and monitoring mutual fund performance.

Quincy Motors, Quincy, MA

2006-2008

Bookkeeper

- Established a computerized accounting database using Quickbooks. Managed the input of all company transactions for fiscal years 2006 and 2007 and performed ad-hoc financial statement analysis.

SKILLS:

- MS Excel (advanced), PowerPoint, and Word; Bloomberg; ILX; STATA; Quickbooks; Internet; Basic Oral and written Spanish

EXTRACURRICULAR ACTIVITIES:

Vermont Lax Club Lacrosse Team, Player

2005-present

- Assumed club leadership role undertaking organizational and fundraising responsibilities.

Clinton College Men's Varsity Lacrosse Team, Starter

2002-2006

- Second Team All-Liberty League, 2006; *Soldier's Spirit Award*, 2006

Theta Delta Chi Fraternity, Member

2003-2006

INTERESTS: Researching and analyzing stocks; surfing; snowboarding; running; cycling.