

First Name Last Name

Street Name | City and State | Postal Code | Phone Number | E-mail Address

SUMMARY

- Energetic, analytical thinker with demonstrated ability in providing financial analysis and project management support.
- Team player experienced in analyzing results, monitoring variances, identifying trends, and recommending necessary actions in a leadership role.
- Proficient in Microsoft Office, experienced in Visual Basic and Adobe CS, and fluent in English and Korean.

EDUCATION

Bachelor of Management and Organizational Studies, Specialization in Finance & Major in Psychology

University Name – City and State

2016

- Recipient of the Scholarship of Distinction

WORK EXPERIENCE

Company Name

Program Management Intern – City and State

May 2014 - Aug 2015

- Extracted and decoded large volumes of sensitive corporate data using multiple software programs (including complex Excel formulas and VBA macros) into corporate reports, which provided accurate and timely measurements of daily, monthly, and yearly attainments from a \$50 million maintenance program.
- Prepared financial spreadsheets relating to the completion of maintenance projects by working directly with financial analysts to provide visibility of total monthly budget expenses from each maintenance supervisor.
- Advised and reported to the Program Management manager by hosting the monthly Program Delivery Report (PDR) meetings that showcased reports depicting monthly and yearly attainments from each department.
- Assisted in implementing the _____ reporting process and created the _____ Attainment Sheet that provided visibility of all Company Name _____ assets and ensured their timely completion.
- Initiated and developed an automated maintenance tool that analyzed and reported operating and planned expenditures, forecasted expenses, and identified any discrepancies that needed to be addressed by the supervisor in charge.
- Took a leadership role within the group of interns by preparing and hosting conference meetings designed to train other departments on newly implemented business processes and tools developed by the department.

University Name

Research Assistant – City and State

Jan 2014 - Apr 2014

- Identified private company holdings of U.S. mutual funds by accurately matching over 100,000 companies with their respective CUSIP numbers using Microsoft Excel and Access.

Company Name

Data Entry Clerk – City and State

May 2013 - Aug 2013

- Effectively configured and inputted confidential and sensitive information of property owners using various software programs, such as IPS, to insert various documents into the corporate database.

University Name

Development Assistant – City and State

June 2012 - Aug 2012

- Successfully conducted financial duties (e.g., auditing event earnings on Microsoft Excel) and marketing duties (e.g., developing flyers and posters using Adobe Creative Suite for promotion of events) whilst providing positive customer service support.
- Contacted over 100 company representatives by phone and e-mail for attendance and sponsorship of open house events, with a successful attendance and sponsorship rate of over 90 percent.