

Example Resume (including industry specific language & role progression)

Kenisha Simmons

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EDUCATION

University of California, Santa Barbara (UCSB)

Bachelor of Arts, Economics

Expected graduation: June 20xx

Relevant Courses: Statistics with Economics & Business Applications, Financial Management, Corporate Finance, International Finance, Labor Economics, Public Finance

PROFESSIONAL EXPERIENCE

Intranex | Goleta, CA

Finance Intern

June 20xx-September 20xx

- Created and distributed monthly and quarterly forecasting reports to direct supervisor
- Ensured all transactions were classified correctly and balanced at all times
- Maintained thorough understanding of company's economic model to assist in data analysis, reporting inquiries, and accounting transactions
- Updated financial planning models in Excel

Integrity, Inc. | San Francisco, CA

Global Economics Intern

June 20xx-September 20xx

- Produced weekly global business and economics news brief, highlighting key events
- Drafted correspondence and managed logistics for program events and activities
- Wrote analytical pieces for publication in company's blog
- Researched and collected data from macroeconomic online databases, and performed literature reviews and research utilizing scholarly databases

LEADERSHIP EXPERIENCE

Kappa Sigma Rho | UCSB

Finance Chair

September 20xx-Present

- Manage budget over \$5,000, oversee all spending, and record all transactions

Webmaster

September 20xx-Present

- Create and update sorority website with new material and information for members

Event Chair

September 20xx-June 20xx

- Collaborated with group of 10 to coordinate philanthropy event for 200+ participants, fundraising over \$2,000

Circle of Change Leadership Conference | Irvine, CA

Participant

November 20xx

- Selected as one of 10 students from UCSB to participate in annual conference due to strong leadership potential
- Collaborated with students from other universities to generate initiatives on how to empower students to make significant change within local communities