

TARGETED RESUME – FINANCE WITH “LOTS OF INFORMATION”

This resume format is particularly good for job-seekers who need to fit a lot of information on one page. Font: Times, 10 point, printed from a PC.

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OBJECTIVE: A financial analyst position in an investment bank.

EDUCATION:

Colby College, Waterville, Maine B.A. Expected May 2005
Double Major: Economics and International Studies Minor: German
Honors: Dean's List every semester; GPA 3.81
Neskowin Scholarship: four-year scholarship awarded for potential and achievement.
Julius Bixler Scholar: Annual award based upon academic achievement and character.
Baker Scholarship: Awarded to students interested in a business career demonstrating high qualities of character and motivation and recognition by peers.

Colgate University, Freiburg Study Group, Germany Fall 2003
Increased German proficiency through enrollment at the Albert-Ludwigs Universität.
Research project: The Great German Inflation 1914-1923.

United World College of the American West, Montezuma, NM 1999 – 2001
International Baccalaureate Diploma. Most Valuable Player for Varsity Volleyball.

RELEVANT COURSEWORK:

Micro/Macro Theory and Principles	Econometrics	Advanced Calculus
Econometrics Research paper	International Finance	Statistics
Business and U.S. Foreign Policy	Economic Forecasting	International Relations

RELATED EXPERIENCE:

Department of Economics, Colby College. Research and Teaching Assistant for Professor Patrice Franko
Researched and analyzed data. Translated manuscripts to be published and presented at conferences. Tutored students in microeconomics and international finance. Fall 2002-present.

The Carson Group, New York City. Research Analyst
Updated and developed database for investor relations consulting firm. Assisted in the preparation of publications for corporate clients. Summer 2004.

Baring Securities, New York City. Intern, Latin American Sales Desk
Performed research on emerging markets; translated and analyzed stocks of Latin American companies. January 2003.

Inter-American Development Bank, Brasilia, Brazil. Bilingual Secretary, Brazilian headquarters
Organized research on loans made by the Bank to Brazil. Translated documents in English, Spanish, and Portuguese. Responsibilities included confidential material. Summer 2002.

LANGUAGES:

Portuguese: Native language.
English: Native fluency. Official Brazilian translator/interpreter diploma.
Spanish: Excellent comprehension and good command of spoken language.
French: Intermediate French diploma. Good knowledge of the language.
German: Comfortable in written and spoken German.

Financed 95% of college expenses from school year and summer employment and scholarships.

COMPUTER EXPERIENCE:

Proficient in Excel, Word, Filemaker Plus and Delta Graph. Knowledge of econometrics packages RATS and TSP.
Familiar with Pascal.