

# Joe Doe

820 5<sup>th</sup> Street • Dover, DE, 19901 • (347) 902-3333 • joedoe@gmail.com

## CAREER OBJECTIVE

A FINANCE & BANKING graduate of Delaware State University seeking a professional opportunity in finance; interested in areas such as sports management, banking, personal investment organizations, and insurance; always had a passion for personal investments and finance; possess strong leadership skills, persistence with an entrepreneurial spirit.

## EDUCATION

---

### **Delaware State University**, Dover, DE

Bachelor of Science, Finance and Banking, The College of Business; Graduation Date: May 2015

## PROFESSIONAL EXPERIENCE

---

### **Delaware State University – Financial Aid**, Dover, DE

#### *Office Assistant*

March 2013 – March 2014

- Filing paperwork and organizing 1000+ student files to allow for easy access
- Archive and, shred student files
- Preparing mailings, which include folding, stuffing and sealing thousands of letters
- Monitoring thousands of files consistently to ensure required and updated documentation
- Assists in reviewing all student files for determination of eligibility of various financial awards

### **Toys R Us, Times Square**, Manhattan, NY

#### *Cashier*

May 2011- December 2011

- Completed check and bankcard transactions according to established procedures
- Counted thousands of cash transactions
- Calculated discounts or references

### **Passport to Success Career building program- Dover high school**

Spring 2014

#### *Teacher Volunteer*

- Taught a class on money, financing your funds, and balancing a checkbook
- Help students find key skills to pick a career path
- Mentoring 12<sup>th</sup> graders pushing towards graduation

## LEADERSHIP EXPERIENCE

---

### **Investment Club, Delaware State University (Member)**

August 2014-May 2015

### **Delaware State University- Future Leaders In Progress**, Dover, DE

#### *Founder/President*

August 2013 – May 2014

- Plan 30+ programs and educational events
- Created 5 committees for the organization to work alongside executive board
- Preside 3 weekly meetings with the organization
- Recruited over 100+ new board members whose vision aligns with our vision
- Won humanitarians award for academic year 2013-2014

## RESEARCH

---

### **CFA Institute Research Challenge**

Fall 2013

- Analysis of a public company, were I worked directly with a publicly traded company
- Prepared the company's research with their financial statements, SWOT analysis, and present and future achievements
- Hands-on mentoring and intensive training in financial analysis
- Value a company's stock and write an initiation-of-coverage report

## SKILLS

---

**COMPUTER:** Microsoft Office Word, Excel and PowerPoint

**OTHER:**

- Excellent Communication Skills, Strong Organizational Abilities, Strong Problem Solving Skills and Excellent Time Management Skills, multi-tasking skills
- Goal-driven leader who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- Have strong will to take on new challenges, Flexible team player who maintains a productive climate and confidently motivates.