

# JOHN DOE

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## OBJECTIVE:

Seeking a job on a Trading, Derivative and/or Investment Banking desk that will lead to a career within the financial community.

## EDUCATION:

**Manhattan College**, Riverdale, N.Y.

Bachelor of Science, May 20--

*Major - Finance; Major - Computer Information Systems*

GPA: Major 3.93 Overall GPA: 3.87

## HONORS:

President of Delta Mu Delta Business Honor Society

Member of Financial Management Association National Honor Society

Recipient of two Manhattan College Presidential Academic Scholarships

Selected to Verizon All-American Academic Team (District 1) for scholar athletes

Dean's List Student - Ranked among top 5% GPAs of all Student Athletes

MAAC (Metro Atlantic Athletic Conference) All Academic Team – three years

## INTERNSHIPS:

**AXA Financial Services**, New York, NY

Summer 20--

- Identified potential SWAP trades by searching the firm's customer accounts database
- Contacted prospective brokers and coordinated the trade/execution with the desk's SWAP trader
- Prepared database flowchart program to facilitate continuous contact with brokers

**Merrill Lynch**, New York, NY

Spring 20--

- Supported Financial Advisor Group
- Assisted in raising new assets, servicing of existing clientele, scheduling of seminars and conferences

**Salmon Smith Barney** New York, NY

Summer 20--

- Supported the desk's traders while interfacing with the firm's sales force
- Updated daily Strip and Treasury Market screens

## RELEVANT COURSES:

Financial Investments, Financial Analysis, Financial Intermediaries, Principals of Business Finance, Strategic Financial Management, E-Business Technology, Money and Banking, Microeconomics, Macroeconomics, Essentials of Marketing, Managerial Accounting, Financial Accounting, Data Base Concepts, Network Telecom, Visual Basic, Computer Information Systems, Management Information Systems

## ACTIVITIES:

Member: (1) Information Technology Club (2) Division I Varsity Soccer Athlete (Three Year Starter)  
Selected to the St. Joseph's University "Hawk Classic" All-Tournament team

## COMPUTER SKILLS:

Efficient in Word, Excel, PowerPoint, Visual Basic 6.0

Experience in Bloomberg, Wexford/BOSS 3000, Trade Web, E-Speed computer programs