Your Name Here

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**EDUCATION**

## University of Iowa Iowa City, IA

#### Master of Finance Month / Year

#### Honors, GMAT, GPA, Certifications

## Undergraduate Institution City, ST (or Country)

#### Degree, Major Month / Year

#### Honors, GPA,

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**EXPERIENCE**

## **University of IOwa, Henry Fund** City, ST (or Country)

## Student Portfolio Manager, Name Sector 07/2005 – 09/2009

* What were YOUR contributions, accountabilities, and deliverables? RESULTS: Outcomes? Achievements of this effort
* What were YOUR contributions, accountabilities, and deliverables? RESULTS: Outcomes? Achievements of this effort

## **Company Name** City, ST (or Country)

## Internship Month Year – Month Year

* Achievements; 2-4 points. Be sure to avoid providing a list of JOB TASKS, but rather try to focus on results/outcomes
* You will be encouraged to utilize the STAR format both as it relates to refining the content on your resume, and when you begin to start preparing your stories for the interview process
* Situation/Task; define a specific project, task or issue. ACTION(S): What were YOUR contributions, accountabilities, and deliverables? RESULTS: What were the outcomes? Achievements of this effort

## **Company Name** City, ST (or Country)

## Retail Associate 07/2005 – 09/2009

* What were YOUR contributions, accountabilities, and deliverables? RESULTS: Outcomes? Achievements of this effort
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## **Company Name** City, ST (or Country)

## Job Title 07/2005 – 09/2009

* What were YOUR contributions, accountabilities, and deliverables? RESULTS: Outcomes? Achievements of this effort

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**ACTIVITIES**

## **UI Dance Maration** City, ST (or Country)

## Fundraiser/Dancer 07/2005 – 09/2009

* What were YOUR contributions, accountabilities, and deliverables? RESULTS: Outcomes? Achievements of this effort

## **Tippie International Buddies Program** City, ST (or Country)

## Mentor/Member 07/2005 – 09/2009

* What were YOUR contributions, accountabilities, and deliverables? RESULTS: Outcomes? Achievements of this effort

**TECHNICAL SKILLS:** R, Microsoft Office Suite, Tableau and/or software programs as appropriate listed here

**CERTIFICATION/DESIGNATIONS:** Chartered Financial Analyst Exam (CFA) Level I (2018)