



# Business Resume Sample

STUDENT NAME HERE

Linkedin.com/account | phone number | student email address



## EDUCATION

**Master of Business Administration**, Finance and Economics, 3.86 GPA  
California State University, East Bay, Hayward, California

June 2018

**Bachelor of Science, Business Administration**, Management Option  
California State University, Fresno, Fresno, California

May 2014

## EXPERIENCE

**Financial Equity/Analyst Intern** – Washington Capital, Pleasanton, CA

January 2016 – Present

- Provide analysis of industry dynamics, identification of competitors and add-on acquisition opportunities
- Perform quantitative and qualitative analysis and identify key industry trends, competitive factors and up to five target companies within favored industries
- Determine cost basis for mergers, acquisitions, and private equity deals and perform up to five company evaluations
- Update financial information on company website and create marketing materials to enhance and acquire new client base

**Credit Analyst** – Chase, Ontario, CA

December 2014 – July 2015

- Analyzed credit applications and made credit recommendations
- Provided one on one professional advice on delinquency and debt control
- Helped customers achieve financial goals through investigation of credit, loan interviewing, and loan analysis
- Explained loan terms and conditions to clients and closed mortgage, auto, and other personal loans
- Implemented activities focused on solving business issues and enhanced the company's competitive advantage

**Investment Executive** – BAE Financial Services, Orange, CA

July 2014 – December 2014

- Developed and implemented financial plans for individuals, businesses, and organizations
- Prepared and submitted documents to implement financial plan selected by client
- Conducted research on various investment company funds to recommend the best possible products to clients
- Prospected for new client relationships through referrals from existing clients, frequently gained more than 10 referrals during the initial face to face interviews

## AFFILIATIONS & AWARDS

**Founder & President**, MBA Association, CSU East Bay

January 2017 – Present

- Facilitate weekly group meetings and monthly networking functions
- Recruit new members through classroom presentations and social events on campus
- Present topics for discussion and upcoming events at meetings

**Outstanding Student Award**, Delta Sigma Pi, CSU East Bay

2016 – 2017

**Email:** [aace@csueastbay.edu](mailto:aace@csueastbay.edu)

**Website:** [www.csueastbay.edu/aace/](http://www.csueastbay.edu/aace/)

**Office:** Student Services & Administration (SA), Suite 2300