

# **Sample Resumes**

## Alum Resume

# A.N. ALUM

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## SUMMARY

Accomplished strategy and finance professional with extensive experience in health care, financial services, energy, and education. Proven track record of improving client and firm performance across a broad range of corporate, not-for-profit, and government organizations. Strong ability to manage senior-level relationships and cross-functional teams.

## EXPERIENCE

**MIT MEDIA LAB**, Cambridge, MA, 20XX-Present

- Co-led development of virtual rehabilitation interface integrating clinical and home-based physical therapy.
- Interviewed clinicians to determine key specifications required for effective treatment in home and clinical settings.
- Collaborated on proposal that won \$100,000 innovation grant to further develop technology.

**XYZ PUBLIC CHARTER SCHOOLS**, Washington, DC, 20XX

- Led development and initial launch of performance management system to improve operational and academic excellence of network of ten schools with over 5,000 students, 500 staff, and \$70 million operating budget.

**GLOBAL INVESTMENT FIRM**, New York, NY and San Francisco, CA, 20XX-20XX

*Senior Associate, Global Analytics*

- Managed financial analysis and due diligence for over \$2 billion in private equity financing for investment acquisition targets in transportation, energy, clean technology, and real estate sectors. Negotiated and oversaw contracts and relationships with engineering, real estate, accounting, and investment banking advisory firms.
- Evaluated strategic market opportunities in clean technology sector, including potential investments in wind turbine technology and carbon markets. Firm subsequently invested in several carbon reduction projects.
- Delivered presentations on strategic analysis, financial valuation, and due diligence of potential investments to Board members and senior executives of Babcock & Brown, portfolio companies, and prospective investment targets.
- Streamlined investment review process firmwide, resulting in improved financial and risk analysis.

**AN INVESTMENT BANK**, New York, NY, 20XX-20XX

*U.S. Economist, Associate Director*

- Collaborated with retail and institutional investor sales force to increase distribution of U.S. economics research products that reached hundreds of thousands of clients. Advised large institutional investor clients on U.S. economics forecasts and research products and conducted customized client research.
- Managed launch of new research products from concept to distribution across sales channels. Led writing, production, and distribution of 200-page Data Decoder reference book, successfully positioned as flagship UBS research product
- Spearheaded integration of people, processes, and systems between PaineWebber U.S. Economics Team and UBS Global Economics Team following merger. Completed full integration six months prior to all other Research Teams and advised senior management on integration of remaining 150 PaineWebber Analysts.

**WORLD BANK**, Washington, DC, 20XX-20XX

*Research Analyst, Development Economics Research Group*

- Evaluated capital structure and corporate governance of 4,000 firms in Indonesia, Korea, Malaysia, Philippines, and Thailand before and after 1997 financial crisis to inform policy response.
- Prepared reports and presentations of survey findings for senior government officials, global business leaders, senior World Bank officials, and international press. Organized conference in Bangkok for key Asian cabinet ministers and World Bank officials to discuss findings.
- Designed and evaluated randomized trials of education programs across 300 schools in Kenya. Led 10-person team in overhaul of data management process to improve accuracy and analysis of 20,000 student records.

## EDUCATION

**UNIVERSITY OF PENNSYLVANIA**, Philadelphia, PA

*The Wharton School, Master of Business Administration, Major in Finance.* August 20XX.

*Graduate School of Education, Master of Science in Education, Major in Educational Leadership.* May 20XX.

- Extensive experience in strategic planning and business development for organizations including Mastery Charter Schools, Victory Schools, School District of Philadelphia, and Association for Sustainable Economic Development.

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY**, Cambridge, MA

*Bachelor of Science, Major in Economics.* June 20XX. GPA: 4.5/5.0

## ADDITIONAL INFORMATION

- **Computer skills:** Competency in Excel financial modeling, Powerpoint, Access, SQL, SAS, Windows, and Mac OS.
- **Languages:** Written and spoken fluency in Spanish. Conversant in Mandarin Chinese.
- **International experience:** Worked in Chile, Peru, Mexico, Thailand, and Kenya. Studies for one year in Chile