**Jo B. Seeker**

5032 Forbes Avenue (404) 555-2121

Atlanta, GA 30322 intern@emory.edu

**EDUCATION**

**Emory University**, Atlanta, GA May 2022

*Bachelor of Arts in Economics*

Relevant Coursework: Accounting, Regression, Multivariate Analysis and Microeconomics

GPA: 3.7/4.0

**EXPERIENCE**

**Morgan Stanley, Private Wealth Management** Boise, ID May – August 2020

*Financial Advising Intern*

* Researched equities and debt securities, issuing securities, investment company products and economic analysis through studying the Series 7 License Exam Manual
* Utilized Morgan Stanley resources to enhance understanding of financial service providers

**Piper Jaffray, Private Client Services** Boise, ID May – August 2019

*Financial Advising Team Assistant*

* Contributed to a team achieving $1 million in new assets under management each month
* Utilized Excel, Bloomberg and other software to complete various operational tasks
* Prepared quarterly newsletters and client meeting materials such as stock research
* Determined and executed the most efficient method for contacting clients

**LEADERSHIP AND COMMUNITY ENGAGEMENT**

**Undergraduate Finance Association** November 2020 – Present

*Events and Sports Coordinator*

* Help coordinate various events, such as keynote speaker presentations, to develop members’ interests in finance and to create opportunities in pursuit of professional goals
* Increased membership by planning events targeted at athletes

**Emory University Solutions High School Conversion Project** September 2019 – Present

*Finance Committee Member*

* Assist the Mt. Washington Community Development Center in launching a $21 million project to convert an abandoned high school into a neighborhood center
* Research criteria and restrictions for low income tax credits

**UBS Freshman Frenzy Program** New York, NY June 2019

*Participant*

* Selected, as one of 25 freshmen, to participate in a four-day program at UBS
* Explored equities, fixed income, rates and currencies, municipal securities, operations and private banking from UBS employees of all levels
* Engaged in interactive trading simulations and pitch book preparations

**HONORS**

* Marine Corps Outstanding Achievement Award
* Co-Captain and 2020 MVP, Emory Women’s Varsity Soccer

**ADDITIONAL SKILLS AND INTERESTS**

**Languages:** Intermediate in written and spoken Spanish

**Computing:** Microsoft Excel, Word, and Power Point; Minitab; Adobe Acrobat Reader; Microsoft Outlook and Contact Manager; Windows Operating System

**Interests:** Photography, Travel, Table Tennis, Soccer, Yoga