**FIRST NAME LAST NAME**

Yonkers, NY ▪ (123) 456-7890 ▪ xyz@gmail.com

**EXPERIENCE**

**Westchester Finance Associates**, White Plains, NY

*Analyst* May 2013 – Present

* Analyze financial results of client portfolios in Excel, and prepare and present findings to senior management
* Meet with clients to understand their financial goals and discuss investment alternatives and suggestions
* Research investment alternatives and present findings to analyst team

**New York City Comptroller’s Office, Bureau of Audit**, New York, NY

*Finance and Accounting Intern* September 2012 – May 2013

* Conducted research on several county agencies involved in December and June 2012 audit reports
* Analyzed city agency data in Excel and cross-referenced it with Mayor’s Office for accuracy
* Documented research findings that were included in audit report
* Prepared PowerPoint presentations and presented recommendations to senior Comptroller team

**AXA Equitable,** New York**,** NY

*Intern* Summers 2010 and 2011

* Created tracking system using Excel, and trained 45 analysts on new process
* Analyzed and processed expense reports and summarized results for management team

**Valley Stream Children’s Center**, Valley Stream, NY

*Bookkeeper’s Assistant* May 2009 – August 2009

* Processed payroll weekly for employees
* Audited billing process for clients

**LEADERSHIP AND ACTIVITIES**

**Open Door Medical Center**,Ossining, NY

*Finance Committee Member* September 2009 – Present

* Create annual budget, pay monthly bills, and provide analyses of monthly and quarterly financial results
* Collaborate with committee members to brainstorm and explore ideas to raise funds
* Manage all fundraising events from financial perspective

**Mercy College Student Government**

*Treasurer* October 2011 – May 2012

* Reviewed financial transactions of student clubs and organizations
* Created operating budget for three year horizon

**Mercy College Rotaract Club**

*Member* September2009 – May 2011

* Travelled to various high schools to assist students with homework and provide positive role model
* Participated in numerous fundraising events and clean-up days

**SKILLS**

*Computer:* Proficient in Microsoft Office (Excel, including pivot tables and vlookups, Word and PowerPoint)

*Language*: Fluent in Spanish

**EDUCATION**

**Mercy College**,Dobbs Ferry, NY

*Master of Business Administration (MBA), Concentration in Finance* GPA: 3.5 Expected May 2016

*Bachelor of Science in Business Administration, Specialization in Finance* GPA: 3.6May 2013

* Member of Delta Mu Delta, Business Honors Society