

Amy Intern

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EDUCATION

Colorado University, Westminster, CO, USA

Expected: 2019

Bachelor of Business Administration, *Dean's List*

GPA: 3.7/4.0

Related Coursework:

- Microeconomic Theory, Economic Methods Statistics, Principles of Accounting

Related Projects:

- Conducted a quantitative analysis of *Microsoft Corporation* by estimating its share's intrinsic value by using financial models

EXPERIENCE

Project Coordinator

January 2015 - Present

US Limited, Springfield, CA, USA

- Design innovative products on the portal targeting the local youth
- Conduct product requirement plans and quarterly go-to-market plans detailing marketing strategies
- Analyse the financial impacts of products entering into targeted markets

Intern, Merger and Acquisition Department

Summer of 2014

Dialogic, Denver, CO, USA

- Created and constructed deal profiles for public and private companies, private equities, and joint venture deals with a consideration of US \$128 million
- Valuated companies by exit multiples

Customer Service Representative

July 2013 - September 2013

Front Range Bank, South Park, CO, USA

- Participated in marketing promotions of products including credit cards and all-in-one accounts
- Conducted marketing research via phone surveys to obtain information for the improvement of products; made over 1000 calls
- Handled customer queries related to accounts, bank loans and credit cards

LEADERSHIP & ACTIVITIES

Event Chair

January 2014 - Present

Student Alumni Council, Morrison University

Participate in bi-monthly meetings to plan quarterly university-wide events connecting students and alumni, head ad-hoc teams to organize and staff events

Member

February 2015 - Present

Women in Business, Morrison University

Attend speaker events and workshops in order to network, learn about current experiences of women in the workplace, and receive mentoring from professional women

SKILLS

Languages: Conversational Spanish proficiency

Programs: SQL, C++, Adobe Creative Suite

Commented [SF1]: Consider adding in your Skype name, as well as a LinkedIn account! If you have a website with a professional portfolio, add it here too!

Commented [SF2]: Use lines/caps/bold font to help space out and draw attention to your sections

Commented [SF3]: Bold your degree/major to help it stand out

Commented [LB4]: Mention your GPA if it's over a 3.3 (US) or 5.5 (Australian)

Commented [SF5]: If you have limited experience in the field, add in any relevant courses (above 100-level) as well as projects/paper/research experience

Commented [SF6]: Bold your job title- your role is more important than the company

Commented [SF7]: Bullets help break up your description and achievements by making it friendly and easier to read. Remember: action verb + who/what + why/result of action

Commented [SF8]: Do not go crazy with bolding as that will detract focus from the key areas. Dates are not important and do not need to stand out.

Be sure to keep the overall flow looking consistent and check for typos, grammar, extra punctuation, etc.

Leave blank space, but utilize as much space as possible, which may require you to adjust formatting, font size, margins, etc.

Commented [SF9]: Skills relevant to your field or that make you a unique candidate