Jennifer Woo jenwoo@calpoly.edu
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OBJECTIVE: Summer internship in finance

SUMMARY

- Skilled in problem solving, superior analytical skills
- Work well under pressure and in time constraints
- Focused, consistent, hard working, responsible employee
- Proven leadership skills through **NCAA Division 1** and high school athletics
- Strong background in providing quality customer service

EDUCATION

California Polytechnic State University, San Luis Obispo
Bachelor of Science: **Business Administration**, to be conferred December 2007
Concentration: **Finance** and Marketing GPA: **3.46**

Relevant Coursework

Fixed Income	Advanced Corporate Finance	Quantitative Methods in Finance
Security Analysis and Portfolio Management	Case Studies	International Finance
	Intermediate Accounting	Small Business Management

SENIOR PROJECT

Corporate Sponsor Manager Cal Poly Wheelchair Foundation

- Working to raise $83k in wheelchair donations for Argentina
- Cold calling local business and corporations for monetary donations and gift baskets
- Enhanced skills in selling, interpersonal communication and self motivation

WORK EXPERIENCE

Office Administrator Dance Depot Placentia Ca 2004-2005

- Managed over 150 accounts
- Responsible for accounting and daily cash receipts
- Gained knowledge and use of Excel and Peachtree
- Recorded attendance and customer payments
- Coordinated student class placement
- Effectively handled customer complaints and problems

WORK RELATED SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, Minitab
- Researched using Market Research & ABI databases
- Created a working database using Microsoft Access

LEADERSHIP/ATHLETIC EXPERIENCE

NCAA Division 1 Track
NCAA Division 1 Cross Country
Cal Poly State University, San Luis Obispo
Track and Field
Fullerton Jr. College

- Developed skills in teamwork, communication, self –motivation and discipline
- Maintained rigid practice and work out schedule for 365 days of the year
- Stayed focused for long periods of time to achieve success

HONORS AND AWARDS

Dean's list 2003, 2004, 2005 President Honor's List 2004Six Coaches Awards Summer XC Coach