

OBJECTIVE: Summer internship position in finance

SUMMARY

- Proven leadership skills through **NCAA Division 1** and high school athletics
- Performs highly under pressure and in time constraints
- Strong background in providing quality customer service
- Focused, consistent, and resolute scholar-athlete record

EDUCATION

California Polytechnic State University, San Luis Obispo
Bachelor of Science: **Business Administration**, Dec. 2012
Concentration: **Financial Management**
GPA: **3.46**

FINANCE EXPERIENCE

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

Corporate Sponsor Manager, Cal Poly Wheelchair Foundation, San Luis Obispo Spring 2012
Senior Project

- Directed fundraising of \$83k in wheelchair donations for Argentina
- Cold called over 50 local business and corporations for monetary donations and gifts
- Enhanced skill in interpersonal communication, professionalism and sales

RELATED EXPERIENCE

Office Administrator, Dance Depot, Placentia, CA June, 2009 - Aug, 2010

- Managed over 150 customer accounts
- Responsible for accounting, attendance and daily cash payments and receipts
- Coordinated assessment and class placement of over 100 students
- Effectively handled customer complaints and problems
- Gained proficiency in the use of Microsoft Excel and Sage Peachtree

SKILLS

- Proficient in Microsoft Word, Excel, Access, PowerPoint, Minitab
- Experience using Market Research & ABI databases

LEADERSHIP/ATHLETIC EXPERIENCE

Cal Poly State University, San Luis Obispo

Track and Field, NCAA Division 1

- Developed skills in teamwork, communication, self-motivation and discipline
- Maintained rigid, year round practice and workout schedule

HONORS AND AWARDS

President's List (2011)

Dean's List (2008-2011)

Coaches Awards (6)

Outstanding Cross Country Summer Coach Award