

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 2007Concentration: **Finance** and Marketing GPA: **3.46**

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

2004 Six Coaches Awards

Summer

XC Coach

