

8812 Lake Shore Drive
Waco, TX 76706

Your Name

Your_Name@baylor.edu

254.315.1818(C)
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Comment [ccc1]: Remember! A professional resume should be long on facts but short on words! Limit the resume to 1 page.

Comment [A2]: Bold your name and center it. Make it easy to find.

Comment [ccc3]: Use a professional email address, not partykid@gmail.com.

Comment [ccc4]: When listing your phone number, make sure that your answering machine message is professional.

Comment [ccc5]: Use this section to summarize your key employable attributes. What separates you from the pack and makes you a "must hire"? Also, you should do the resume in either Arial or Times New Roman with the body in font 10 or 12.

Comment [ccc6]: The preferred order for listing your education is: Name of degree (spelled out: Master of _____) in name of major, name of university, city/state of university, graduation year, followed by peripheral information, such as minor and GPA.

Comment [ccc7]: List your most current education first. Also, do not list your GPA if it is under a 3.0. Additionally, list your expected date of graduation.

Comment [A8]: If you are not finished with your degree, list the date that you will be graduating. Furthermore, keep the same date formatting throughout the resume. Do not go from May 2004 to 5/2004.

Comment [ccc9]: Information on a resume should be listed in order of importance to the reader.

Comment [ccc10]: When listing experiences, note what you accomplished, not what your responsibilities were. Employers are trying to determine if you can make a positive impact. Results, performance metrics and how you made a difference are critical and far outweigh just listing your "duties".

Comment [A11]: Use bullets throughout your resume to save space and get your information across effectively

PROFILE

Outgoing and driven MBA candidate specializing in financial analysis and business strategy. Team leader and consensus builder with strong work ethic known for using interpersonal skills to improve performance of teams. Skilled communicator who continually strives for improved performance and execution..

EDUCATION

Baylor University Waco, TX May 2007

Master of Business Administration (cumulative GPA 3.53/4.0)
Emphasis in Corporate Finance
Deans List: Spring 2007 (required GPA: 3.7/4.0)

Baylor University Waco, TX May 2003

Bachelor of Business Administration (cumulative GPA 3.67/4.0)
Management (GPA 4.0/4.0), Marketing (GPA 3.6/4.0)
Dean's List: Fall 2002-Spring 2003 (required GPA: 3.7/4.0)

EXPERIENCE

Bell Helicopter Textron Fort Worth, TX May - Aug 2006
Financial Analyst Internship

- Performed financial analysis of Bell Helicopter's suppliers based on financial ratios derived from each organization's balance sheet, income statement, and statement of cash flow.
- Evaluated a wide array of Bell Helicopter's 4,500 suppliers based on accounting ratios such as return on assets and equity, current ratio, quick ratio, cash flow, and net profit margin.
- Performed rate audits on various project proposals to ensure that Bell Helicopter is receiving the most competitive bids. Saved the firm 8% in unnecessary program costs.

Fort Worth Star-Telegram Fort Worth, TX June 2003 - Dec 2005
Marketing

- Managed a team of 8 including 4 professionals with the charter to profitably grow sales, improve the newspapers image with the public and capture market share from the competition
- Analyzed and forecasted market data for the introduction of 2 niche publications into a new market area. Circulation increased and both publications received awards for innovation and growth. Projects were completed ahead of the timeline and under budget.
- Performed audits on competing publications to determine the ideal mix of content and advertising for the publication. Results achieved include 22% increase in demand/sales.
- Managed a focus group project designed to gain more insight into increasing readership for the 20-29 year old demographic; the data was used by management to tailor the newspaper's content to this segment. Gained 17% market share from competition and increased circulation by 15,000.
- Performed audit of the organization's website and assisted with the development of a new layout, design, and content for site users; thereby improving its function as an informational tool.
- Grew sales, market share and profitability in 2003, 2004 and 2005.

Fort Worth Star-Telegram Fort Worth, TX May - Aug 2005
Marketing Intern

- Gathered market research on competitive publications.
- Presented project results to increase circulation, focusing on price index / elasticity of demand as well as the need to modify current publication features.

SKILLS

Computer: Access, Visio, Project, Argus,
Language: Spanish: intermediate proficiency

Comment [A12]: List computer skills, but note, MS Office is NOT noteworthy

AWARDS & ACTIVITIES

Beta Gamma Sigma, VP of Graduate Business Association, Case Competition -2nd place Big XII, Top Presenter – George Washington University, Habitat for Humanity, West Avenue Elementary Tutors – after school program, Intramurals – MBA/Undergrad, International student liaison