

KEY FEATURES:

Leadership experience

Role progression within sorority

Kenisha Simmons

(805) 555-1234 | ksimmons@ucsb.edu

OBJECTIVE

To obtain an entry level position in financial services utilizing leadership experience and professional experience

EDUCATION

University of California, Santa Barbara (UCSB)

Bachelor of Arts, Economics

Expected Graduation: June 20xx

Relevant Courses: Statistics with Economics & Business Applications, Financial Management, Corporate Finance, International Finance, Labor Economics, Public Finance

PROFESSIONAL EXPERIENCE

Finance Intern | Intranex | Goleta, CA

Jun 20xx - Sep 20xx

- Assisted with creation and distribution of monthly and quarterly forecasting reports
- Ensured that all transactions were classified correctly and balanced at all times
- Maintained thorough understanding of company's economic model to assist in data analysis, reporting inquiries, and accounting transactions
- Updated financial planning models in Excel

Global Economics Intern | Integrity Inc. | San Francisco, CA

May 20xx - Aug 20xx

- Produced weekly global business and economics news brief, highlighting key events
- Drafted correspondence and managed logistics for program events and activities
- Wrote analytical pieces for publication in company's blog
- Researched and collected data from macroeconomic online databases; performed literature reviews and research utilizing scholarly databases

LEADERSHIP EXPERIENCE

Kappa Sigma Rho | UCSB

Finance Chair

Sep 20xx - Present

- Manage budget over \$5,000, oversee all spending, and record all transactions

Webmaster

Sep 20xx - Present

- Create website for sorority; update site with new material and information for members

Event Chair

Sep 20xx - Jun 20xx

- Collaborated with group of 10 to coordinate event for 200+ participants, fundraising over \$2,000

Circle of Change Leadership Conference | Irvine, CA

Nov 20xx

Recipient of Scholarship/Participant

- Selected as one of 10 students from UCSB to attend annual conference
- Collaborated with students from other universities to generate initiatives on how to empower students to make significant change within local community
- Networked with professionals to build a strong network and improve communication skills

COMPUTER SKILLS

Proficient in Excel, PowerPoint, HTML, C++, and Adobe InDesign

Familiarity with PC/Mac platforms