

# RÉSUMÉ: EXAMPLES AND TIPS

## Skills Summary (IT/IS Variation)

**Security:** Proficient in securing Windows and Linux-based networks, hardening Windows-based desktops against physical and remote tasks

**Systems:** Deploying Windows and Linux-based desktops with heightened security requirements

**Coursework:** Systems development, data communication, telecommunications-focused programming with J2EE, three-tier server programming, backend program design, Java-based graphic user interface design and programming

**Communication:** Communicate clearly on technology-based problems and solutions to a broad audience

## Coursework (Examples):

- **Introduction to Speculative Markets:** Pricing and strategies in options, swaps and futures contracts in the markets for financial assets and commodities.
- **Investment Portfolio Management:** Equity analyst for the industrial sector, \$1.3 million student –managed investment fund.
- **Intermediate Corporate Finance:** Emphasis on the evaluation and financing of capital expenditures, cash flow determination, firm valuation and the Capital Asset Pricing Model.
- **Principles of Investments:** Summary of alternative investments with major emphasis on financial instruments

*OR*

**Coursework: Intermediate Corporate Finance, Investment Portfolio Management, Financial Markets & Institutions, Introduction to Speculative Markets**

## Leadership, Service, and Research (Examples)

### LEADERSHIP EXPERIENCE

**Pi Sigma Epsilon – Professional Sales and Marketing Fraternity**

**August 20XX-Present**

*VP of Market Research*

- Researched Carolina Beach business owners to determine perceptions of our main event in their community
- Surveyed all members of the chapter for satisfaction rates and future event suggestions

### RESEARCH/STUDY ABROAD

**UNCW/Adwise Consulting**

**Prague, Czech Republic**

**Czech Railways – Maintenance Consultant**

**January 20XX – March 20XX**

- Under DPOV Consulting Team, acted as Financial Analyst during university sponsored program of 18 students to research and provide consultation for Prague based company, 'Ceske Drahy'
- Developed a thorough competitive and industry analysis based on the research and translation of all financial and accounting statement information

### LEADERSHIP AND SERVICE EXPERIENCE

**Financial Management Association**

**August 20XX-Present**

*Treasurer*

- Managed club's budget of \$1,100
- Attend weekly FMA meetings providing advice on resume building, interview skills, jobs in finance, and general interest in finance-related topics

**Hospice Palliative Care of New Hanover, NC**

**September 20XX-September 20XX**

*Volunteer*

- Participated in 18hours of training to become a Hospice Volunteer
- Visited terminally ill patients and provided support for family members