**Student Smith**

123 Anywhere Street, Clemmons, NC 20000 | 555.555.5555 | [student@wfu.edu](mailto:student@wfu.edu)

**EDUCATION**

**Wake Forest University, School of Business** Winston-Salem, NC

*Bachelor of Science in Business and Enterprise Management May 2017*

Concentration: Consulting

GPA: 3.85 ***Never round up your GPA – drop third decimal – 3.858 becomes 3.85***

**PROFESSIONAL EXPERIENCE**

**Business Development Consulting Intern** Washington, DC

*Center for International Studies Summer 2016*

* Researched cost variables from United Kingdom vendor and developed strategy and recommendation resulting in $20,000 annual savings
* Redesigned report analysis process incorporating automated system and reducing review time by 50%
* Pitched proposal to Board of Directors resulting in addition of two new profitable information products
* Trained two office assistants on office operations and Microsoft Project software

**Financial Management Intern – Transportation** Charlotte, NC

*XYZ International Spring 2015*

* Created user-friendly database to organize supplier contracts, codes, serial numbers, union contracts, and information regarding truck and train parts
* Organized overseas purchase data in Microsoft Excel to receive correct amount of duty-drawback fees
* Evaluated alloy costs, weights, and quantity and adjusted pricing and forecast, improving margin by 10%
* Developed pricing models examining the impact of multiple assumptions to forecast future market trends

**Finance Intern** Charlotte, NC

*Home Loans Company Summer 2014*

* Examined and prepared projected employee growth reports for strategic planning of company’s future real estate and space needs
* Researched local and national markets to strategically position organization’s real estate division
* Attended daily sales meetings with financial and commercial real estate analysts and department heads

**ACTIVITIES AND MEMBERSHIPS**

**Math Club,** **Wake Forest University** Winston-Salem, NC

*Committee Chair August 2015–Present*

* Develop and disseminate electronic and print promotional material to advertise organization events
* Maintain organization website utilizing Microsoft FrontPage and respond to email inquires

**Case Study Competition, Wake Forest University** Winston-Salem, NC

*Team Lead February 2016*

* Led five member second place team in business case analysis and cost reduction recommendation

**Deloitte Battle of the Beltway Case Competition** Washington, DC

*Team Member November 2015*

* Awarded first place in annual Federal Practice competition between 10 Universities

**TECHNOLOGY SKILLS**

Proficient in Microsoft Word, Excel, PowerPoint, Project, Access, FrontPage