



# R E S U M E S *for Business Roles*

## **What is a resume?**

A resume is a marketing brochure (similar to a pitch book in finance) about you. It describes your education, work and leadership experience (paid and unpaid), and your skills, activities, and interests. A resume's purpose is to get an interview.

## **Is one resume good for all jobs and internships?**

Job search materials should be customized for positions in different industries. If your search is focused on one type of position, minor modifications to match the specific company may be fine, along with a cover letter that is tailored to that target company. If you are applying to a wider range of positions (e.g., business and healthcare), you will need to research the role, organization, and industry and revise your resume accordingly.

## **Why are Business resumes different?**

Like all employers, business institutions expect a resume that is clear, concise, easily "skimmable," and free of typos. Businesses also expect to see a resume that shows the candidate is "results-oriented". This means in your bullets for each experience (work, leadership, volunteer, etc.), employers want to see quantified accomplishments and results, where possible. This may include listing things like: dollars raised, club budget amount managed, # of team members partnered with, or # of students tutored. Illustrating results with numbers shows the employer the scope of what you worked on or accomplished with specific details. There are some additional items business institutions often expect such as details on any financial transactions you have been involved with, and a line for you to list your interests. Choose interesting interests, but make sure you are truly interested because you will be asked. Business recruiters are also looking at the consistency of your formatting because a few tasks (of the many) interns or entry-level employees are asked to perform is formatting presentations or memos for client communications and meetings.

Resume content begins with Education, then Work and Leadership Experience, and ends with Skills and Interests. The Work and Leadership Experience section includes your positions, *listed in reverse chronological order* (start with your most recent position and work backwards). Essential data includes name of organization, location, your title, dates of employment or involvement, and bullets describing your skills and achievements with quantifiable results if possible.

## **What else do I need to know about resumes?**

- They get less than 30 seconds of an employer's time so capture attention quickly
- If a computer is reading your resume, use appropriate jargon and keywords for your field, often found in the internship or job description for the role
- Check for typos, spelling errors, and grammar usage
- Include a customized cover letter that demonstrates how you match the employer's requirements

## **How do I e-mail my resume?**

- E-mail resume and cover letter as one PDF attachment (Use cover letter as page 1 and resume as page 2)
- Include your last and first name in the title of the document (e.g. Smith\_Lisa\_Resume.pdf).
- Use a subject with your name and position you are applying for (e.g. *Analyst Application from Lisa Smith*)
- Include a short note in your e-mail briefly introducing yourself, and list the position you are applying for. Indicate that you have attached your application to the e-mail and that you look forward to connecting with the employer to discuss your skills and experiences.

# Formatting Tips for Business Resumes

**Consistently align information on the Left and Right Margins of your resume:** To format text to line up cleanly and look like the following (without the solid lines above and below):

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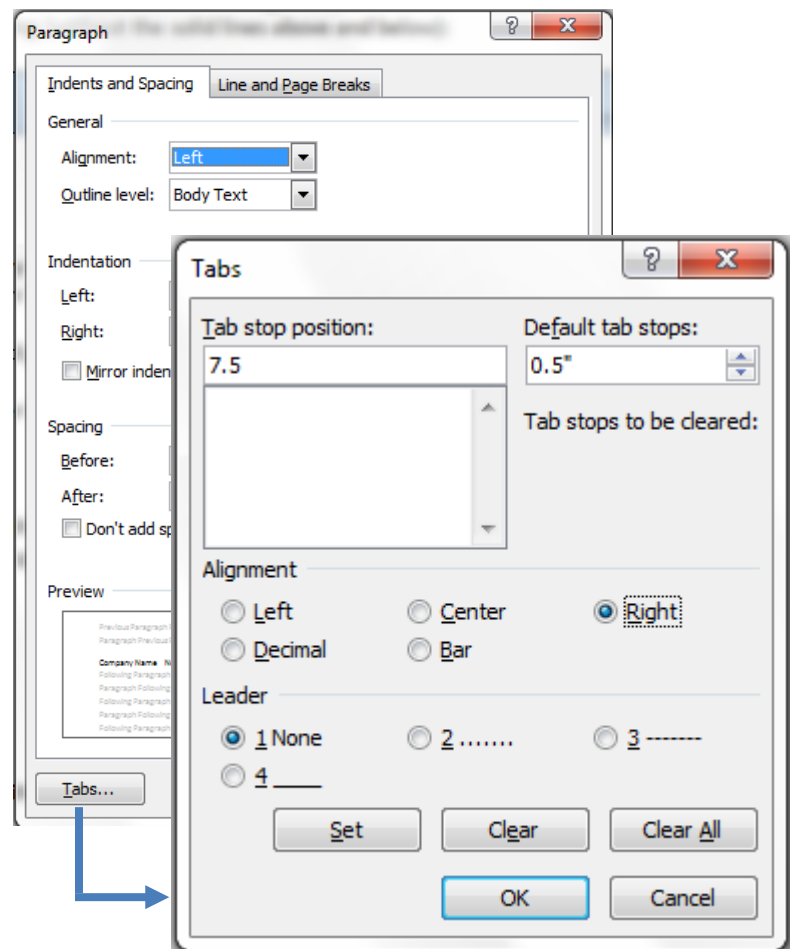
**Company Name**  
*Your Position Title*

**New York, NY**  
*January 20xx – May 20xx*

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Follow these steps:

1. Type in the Company Name → 1 Tab (ONLY 1 Tab) → Type in New York, NY
2. Type in Your Position Title → 1 Tab → Type in the dates you worked there
3. Select both lines and go to Paragraph Formatting (right click and choose paragraph or use menus)
4. Click “Tabs...” (Lower left)
5. Click “Clear All”
6. In the “Tab stop position” box, type in the location of your right margin (e.g. 7.0 or 7.5)
7. Choose Alignment “Right”
8. Click “Set”
9. Click “OK”
10. Repeat for each position you held



## ACTION VERBS

### Administrative Skills

approved	collected	generated	operated	purchased	specified
arranged	compiled	implemented	organized	recorded	systematized
catalogued	dispatched	inspected	prepared	retrieved	tabulated
classified	executed	monitored	processed	screened	validated

### Communication Skills

addressed	developed	formulated	moderated	publicized	translated
arbitrated	directed	influenced	motivated	reconciled	wrote
arranged	drafted	interpreted	negotiated	recruited	
authored	edited	lectured	persuaded	spoke	
corresponded	enlisted	mediated	promoted		

### Creative Skills

acted	developed	founded	integrated	performed	
conceptualized	directed	illustrated	introduced	planned	
created	established	innovated	invented	revitalized	
designed	fashioned	instituted	originated	shaped	

### Financial Skills

administered	appraised	budgeted	developed	marketed	projected
allocated	audited	calculated	forecasted	pitched	researched
analyzed	balanced	computed	managed	planned	

### Helping Skills

assessed	counseled	educated	familiarized	rehabilitated	
clarified	demonstrated	expedited	guided	represented	
coached	diagnosed	facilitated	referred		

### Management Skills

administered	conducted	developed	increased	produced	scheduled
analyzed	consolidated	directed	organized	recommended	strengthened
assigned	contracted	evaluated	oversaw	reviewed	supervised
attained	coordinated	executed	planned		
chaired	delegated	improved	prioritized		

### Research Skills

clarified	diagnosed	extracted	interpreted	organized	surveyed
collected	evaluated	identified	interviewed	reviewed	systematized
critiqued	examined	inspected	investigated	summarized	

### Teaching Skills

adapted	communicated	encouraged	guided	persuaded	
advised	coordinated	evaluated	informed	set goals	
clarified	developed	explained	initiated	stimulated	
coached	enabled	facilitated	instructed		

### Technical Skills

assembled	computed	engineered	operated	remodeled	upgraded
built	designed	fabricated	overhauled	repaired	trained
calculated	devised	maintained	programmed	solved	

# First Name Last Name

Cell Phone Number | E-Mail

## EDUCATION

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### Tufts University

*Bachelor of Science in Quantitative Economics and Computer Science*

**Medford, MA**

Expected May 20xx

**GPA:** 3.75

**SAT:** Math 720, Reading 750, Writing 730

**Honors:** Dean's List (6 semesters)

**Relevant Coursework:** Quantitative Macro/Micro theory, Industrial Organization, Statistics, Econometrics, Financial Economics, Linear Algebra, Quantitative Economic Growth

## EXPERIENCE

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### Charles Group Consulting

*Government Affairs Intern*

**Boston, MA**

September 20xx – Present

- Track bills relevant to client interests and keep clients updated on legislative progress
- Assist in management of client relations through drafting contracts and writing cover letters
- Conduct background research on issue areas and write drafts of testimonies for clients to use in hearings, as well as talking points for meetings
- Take notes during hearings and summarize relevant content for Charles Group members and clients
- Track news on relevant subject areas and assist in creation of weekly newsletter to send to clients regarding relevant events in Massachusetts

### Computer Science Department, Tufts University

*Teaching Assistant*

**Medford, MA**

September 20xx – May 20xx

- Advised students on coding assignments and demonstrated techniques to optimize computational efficiency
- Instructed students on functional programming strategies as well as imperative programming practices

### AlphaSights

*20xx Emerging Leaders Program*

**Stamford, CT**

May 20xx

- Selected as one of 75 attendees for one-day virtual AlphaSights leadership conference and networking event
- Participated in virtual leadership development workshops, partnering with 5 team members to learn about personal branding, client services, and company culture

### Merrill Lynch, Wealth Management

*Summer Intern*

**Bedminster, NJ**

May 20xx – August 20xx

- Assisted financial advisors managing over \$700 million in client funds
- Researched fixed income and equity investment strategies
- Prepared portfolio analyses and financial planning reports for client presentations

## LEADERSHIP

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### Tufts Financial Group

*Vice President*

**Medford, MA**

September 20xx – Present

- Helped lead a student run investment group managing \$65,000 and maintained our record of outperforming the S&P
- Liaise with alumni and develop outreach initiatives such as finding alumni speakers and coordinating events
- Research and pitch companies for inclusion in portfolio, successful pitches include Express Scripts and Exxon Mobil
- Mentor junior analysts by explaining financial metrics and valuation methods, including DCFs and Comps

### Tufts Student Resources

*Appliances Manager*

**Medford, MA**

May 20xx – Present

- Manage distribution and maintenance of over \$90,000 in appliances
- Develop strategies to grow appliances division, resulting in 17% revenue growth since May of 20xx

### Boy Scouts of America, Troop 555

Eagle Scout, Senior Patrol Leader

**Basking Ridge, NJ**

20xx – 20xx

- Led crew on 120-mile trek at Philmont High Adventure Scout Ranch, Cimarron, NM

## SKILLS, ACTIVITIES & INTERESTS

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**Skills:** Conversant in Mandarin (5 semesters), MS Word, Excel, PowerPoint, C, C++, Java, Python, Smalltalk, CPR certified

**Activities:** Tufts Economic Society, Tufts Debate Society

**Interests:** Swimming, foreign films, reading, cooking, hiking, golf, and badminton

# First Name Last Name

Cell Phone Number ~ E-mail Address

## EDUCATION

### Tufts University

*Bachelor of Arts in Chinese and International Relations: Core focus in East Asia*

**GPA:** 3.75/4.00; **Major GPA:** 3.85/4.00; **SAT:** 2200

**Honors:** Dean's List (all semesters)

**Relevant Coursework:** Accounting, Money and Banking, Principles of Economics, International Economics, Developing Economics, Chinese Politics, International Relations of East Asia, History of Modern China, Ancient Chinese History

**Medford, MA**

*Expected May 20xx*

### University of Oxford

*One year study abroad: Economics*

**Oxfordshire, United Kingdom**

*August 20xx – May 20xx*

## EXPERIENCE

### HSBC Group, Global Banking and Markets

*Investment Banking Summer Analyst: Debt Capital Markets Division*

**Seoul, South Korea**

*June 20xx – August 20xx*

- Created pitch book for \$500 M High Yield Bond for South Korean technology company which led to bond issuance
  - Compared bond structures
  - Analyzed recent issuances and anchor investor activities to identify market perception
- Completed issuance materials for multiple \$300M bond issuances resulting in clients identifying suitable issuance window
  - Analyzed US treasury rates, and key economic variables
  - Researched USD bonds and offshore RMB bond issuance activities in Asia for 20xx YTD
- Drafted investor presentation and investor Q&A for Hong Kong company's bond issuance roadshow; identified key industry trends, performed in-depth company managerial, financial and business chain analysis
- Built and analyzed databases of cornerstone investors using Dealogic, Bloomberg

### Fortune Link Co.

*Analyst Intern: Private Equity/Venture Capital*

**San Francisco, CA**

*June 20xx – August 20xx*

- Completed due diligence for Asian high-tech firm; including onsite interviews and phone conferences, preparing draft materials for key stakeholders of the company and facilitating discussion and decision process for potential investment
- Reviewed potential projects by identifying strengths and weaknesses in potential investment and partnership, facilitated decision-making and negotiation process regarding projects valued at more than \$15 M
- Researched new energy and education sectors in China and presented findings and recommendations at executive meetings

### Ku6 Media Co., Ltd

*Sales and Marketing Intern: Social Media Platform*

**Shenzhen, China**

*May 20xx – July 20xx*

- Designed advertisements and pricing packages; presented to clients and prospects resulting in over \$250K sales
- Conducted internal and external surveys targeting efficiency and brand-name improvements resulting in senior leadership shifting marketing strategy toward viewers age 14 – 25

## ACTIVITIES

### Tufts Financial Group

*Lead Analyst, Former Executive Board Member*

**Medford, MA**

*September 20xx – Present*

- Lead a team of 20 students and analyze US healthcare market, identify high-potential, undervalued stocks, and present to TFG members; pitched stocks for TFG's student-run investment portfolio "Alpha Fund" as one of 9 Lead Analysts
- Initiated Analyst Resource Center with 100+ books and additional online resources in industry expertise and advice

### CRESOL Microfinance Consulting Project

*Core Economist in Oxford Microfinance Initiative*

**Minas Gerais, Brazil**

*January 20xx – June 20xx*

- Performed research for Cresol, second largest microcredit provider in Brazil, on its status and expansion in Minas Gerais
- Selected as one of 4 individuals to go on 14-day trip across Brazil to conduct intensive interviews and field research analyzing current problems and potential market expansion; wrote report and proposed solutions

### IRS VITA Program

*Certified Tax Volunteer: LIFT - Community Center for Low-Income Population*

**Somerville, MA**

*January 20xx – Present*

- Identified tax credits and completed tax returns during one-on-one client appointments with underprivileged population after one week of off-cycle self-training (Standard training is one month)

## SKILLS & INTERESTS

**Language:** Proficient in Chinese and French

**Technical:** Proficient in Visual Basic, Stata, MS Office, Bloomberg, Dealogic

**Interests:** International Travel, Soccer, Photography, and French Films

# First Name Last Name

Cell Phone • E-Mail

## EDUCATION

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### Tufts University

*Bachelor of Arts in Psychology and Minor in Entrepreneurship*

**GPA:** 3.55/4.00; **SAT:** Math SAT I, 800; Writing SAT I, 750; Math II SAT Subject Test, 780

**Relevant Courses:** Entrepreneurial Finance, Programming for Business Applications, Statistics, Data Structures,

**Modeling and DCF Valuation using Excel:** Two-day seminar taught by Wall Street Prep, November 20xx

**M&A and LBO Bootcamp:** Two-day seminar taught by Wall Street Prep, April 20xx

**Medford, MA**

*Expected May 20xx*

### The Lincoln School

*Diploma*

**GPA:** 4.10/4.00; **SAT:** 2100

AP Scholar with Distinction

**Providence, RI**

June 20xx

## RELEVANT EXPERIENCE

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### 180 Degrees Consulting – Tufts University

*Student Consultant for Nonprofit Organizations*

**Medford, MA**

September 20xx – Present

- Partner with team of 6 student consultants to conduct market research for energy recycling initiative and identify potential industries for market entry both globally and within the U.S.
- Developed strategic evaluation for product innovation and future goals, and presented final deliverable to clients
- Formulated indicators to filter 8k+ cities in order to identify 12 locations for a micromobility transportation start-up app launch; proposed investor outreach and business development strategies to the founder
- Performed competitive industry analysis and website revamp for Centre of Media Literacy to develop social media marketing campaign to expand the impact of the Centre's mission

### Markitors

*Digital Marketing Intern*

**Scottsdale, AZ**

July – August 20xx

- Developed and executed product-centric promotional campaigns on social media, improving engagement rate by 30%
- Communicated daily with clients in beauty, fashion, and fenestration industries to determine marketing business requirements
- Interpreted monthly analytics, implemented photo and video strategy, performed A/B testing and SEO optimization to revamp paid advertisement campaigns, resulting in increased post reach by 100%
- Revamped Instagram content for a fenestration brand, including creating high quality images and copywriting, leading to increased followers from 20 to 5000 in 3 months
- Initiated and managed partnerships with 50+ key opinion influencers to create content to build online brand awareness
- Produced engaging bilingual social media copy writing tailored for target personas for beauty brands

## LEADERSHIP EXPERIENCE

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### Office of Residential Life and Learning, Tufts University

*Resident Assistant*

**Medford, MA**

*August 20xx – Present*

- Oversee and advise 40 undergraduate students, organize floor programs, and help resolve personal, academic, and administrative issues
- Monitor 2 dormitories, ensuring the safety and security of 300 residents
- Participate in extensive training focused on community building and conflict resolution

## ACTIVITIES, SKILLS & INTERESTS

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**Student Ambassador:** Tufts University Advancement Division, 20xx – Present

**Groups:** Hillel, 20xx-Present; Bay State Speed Skating Club, 20xx-20xx

**Computer Ability:** C++, R, VBA for Excel, MATLAB, Stata

**Languages:** Fluent in Spanish (Graduate of **Two-Way Bilingual Program**)

**Interests:** Classical Piano, Short Track Speed Skating (National Level), Films, Travel, Tennis, Hockey

# First Name Last Name

Cell Phone • E-Mail

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## EDUCATION

### **Tufts University**

Bachelor of Arts in International Relations (Middle Eastern Focus), minor in Finance

GPA: 3.75; SAT: 2150

**Relevant Courses:** Microeconomic Theory, Business Law, Entrepreneurship and Business Plan, Industrial Economics, International Economics, Entrepreneurial Marketing, Entrepreneurial Finance, Islam and Modernity, Advanced Modern Standard Arabic, Media Arabic, Statistics, Calculus, Linear Algebra

**Medford, MA**

Expected May 20xx

**University of Queensland**, Brisbane, Australia, Spring 20xx – GPA: 6 (out of 7)

## FINANCIAL EXPERIENCE

### **Neuberger Berman**

*Portfolio Management Intern and Legal & Compliance Intern*

**New York, NY**

June – August 20xx

- Researched and analyzed portfolio holdings as part of ongoing due diligence efforts of industry leading equity portfolio manager specializing in master limited partnerships (\$2.5B AUM as of 8/20xx)
- Prepared report on future prospects of liquid natural gas and presented findings to portfolio management group
- Reviewed investment management agreements with attorneys in Legal & Compliance department and documented specific terms, including most favored nation clauses, for institutional and high net worth clients
- Studied articles from industry publications involving regulatory actions and fines imposed on financial firms, and developed summaries for inclusion in firm's annual training presentations
- Developed filing system for documentation associated with pledge and lien accounts at firm
- Partnered with firm's corporate social responsibility arm and Association to Benefit Children by volunteering to help underprivileged children explore New York Metropolitan Museum of Art

*Wealth Management Intern – Dallas, TX*

June – August 20xx

- Prepared client asset analyses in Microsoft Excel for meetings with high net worth and ultra-high net worth individuals
- Updated client information in computer database to ensure that portfolio managers had current information
- Provided initial training to new full-time employee including instruction on compiling asset summaries
- Researched charitable foundations, leading to several taken on as new clients

### **Wellington Capital**

*Intern*

**Brisbane, Australia**

April – June 20xx

- Communicated with shareholders regarding upcoming shareholder votes in funds collectively worth \$230MM AUD
- Assisted supervisors by compiling and binding research materials, helping with mailings, and printing as required

## ADDITIONAL EXPERIENCE

### **Australian Trade Commission**

*Student Ambassador and Student Blogger*

**Boston, MA & Brisbane, Australia**

March 20xx – Present

- Plan, organize, host, and assist with events in Boston area to promote studying in Australia
- Wrote and published blog about studying in Australia: [www.nameofmyblog.wordpress.com](http://www.nameofmyblog.wordpress.com)

### **Tufts Audio Visual Services**

*Equipment Manager & Technician*

**Medford, MA**

January 20xx – Present

- Maintain and organize equipment, performing repairs as necessary, including soldering and repairing cosmetic damage
- Provide AV support for on campus events including live bands, symposiums, panel talks, culture shows, and receptions

### **Good Time Entertainment**

*Proprietor and DJ*

**Dallas, TX**

February 20xx – June 20xx

- Founded mobile disk jockey entertainment service, by DJ'ing and advertising business was profitable within first year
- Achieved 'approved vendor' status for local school district of over 50,000 students

## COMMUNITY SERVICE & LEADERSHIP

Tufts Traveler magazine, editor (20xx - present)

Tufts Economics Society, member (20xx – present)

Tufts Mountain Club, member and trip leader (20xx - present)

Te Rata Family Farm – New Zealand's largest free-range egg farm, worked in exchange for room and board (January 20xx)

Tufts President's Marathon Challenge – raised \$1000+ for nutrition research and ran Boston Marathon – 4:14:22 (20xx)

First Degree Black Belt – Freestyle Martial Arts, instructor (20xx, at age 14)

## SKILLS & INTERESTS

**Software:** Microsoft Word, Excel, PowerPoint; Stata

**Interests:** Running, Playing the Guitar, and European History

# First Name Last Name

Cell Phone | E-Mail

## EDUCATION

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### Tufts University

Medford, MA

*Bachelor of Science in Quantitative Economics and International Relations*

Expected May 20xx

International Relations sub-concentration in International Finance

**GPA:** 3.82/4.00

**Honors:** Dean's List all semesters

**Relevant Coursework:** Quantitative Financial Economics, International Finance, Econometric Analysis, Quantitative Microeconomics, Quantitative Macroeconomics, Linear Algebra, Multivariable Calculus, Statistics, Business French

**Modeling and DCF Valuation using Excel:** Two-day seminar taught by Wall Street Prep, November 20xx

### Crystal Springs Uplands School

Hillsborough, CA

*Diploma*

June 20xx

**GPA:** 4.13/4.00; **SAT:** 2150

Cum Laude Society, AP Scholar with Distinction, National Merit Commended

## EXPERIENCE

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### Google, Inc., *BOLD Intern with Policy Team*, Washington, DC

June-August 20xx

- Developed internal website through Google Sites that provides policy, legal, and communications teams with information on relevant third party advocacy groups resulting in quicker page approval time
- Assisted with preparation for congressional hearings on cloud computing and privacy by writing background documents on congressional committees, researching cloud computing and privacy policy challenges, and preparing Google's witnesses for question and answer period
- Researched technology and telecommunications industries and briefed team on competitors and online search market
- One of 120 BOLD interns selected from an applicant pool of 3,500

### Tufts Student Resources, *Vice President of Finance*, Medford, MA

December 20xx-February 20xx

- Presented profit and loss reports and balance sheet to Advisory Board twice per month
- Maintained detailed financial records using QuickBooks and PeopleSoft—fiscal year 20xx revenue increased by 18% over previous fiscal year
- Obtained \$100,000 loan from student government to remodel Tufts Student Resources café
- Coordinated acquisition of new café on campus and directed start-up of café

### Office of Congresswoman Jackie Speier, *District Office Intern*, San Mateo, CA

April-June 20xx

- Communicated with constituents via phone and e-mail and entered their concerns into computer database
- Drafted letters to constituents outlining the Congresswoman's policy stances
- Ran District 12 high school graduation project by presenting certificate from Congresswoman Speier to each graduate

### Office of State Assemblyman Gene Mullin, *District Office Intern*, San Mateo, CA

June-August 20xx

- Researched policy issues and drafted letters to constituents and local organizations
- Managed constituent newsletter project, writing newsletters on identity theft and healthcare that were sent to thousands of constituents

## AWARDS

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Google Lime Connect Fellowship Program Scholarship, *Recipient*, 20xx

Sigma Iota Rho (Honor Society for International Studies), *Co-President*, 20xx

Certificate of Business French (with honors) from Chamber of Commerce and Industry of Paris, *Recipient*, 20xx

Tufts Annual Developing Leaders Conference, *Nominee*, 20xx

Crystal Springs Uplands School Founders' Award, *Recipient*, 20xx

Distinction in French Award, *Recipient*, 20xx

## SKILLS, ACTIVITIES, & INTERESTS

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**Activities:** Tufts Financial Group, 20xx-Present; Tufts Economics Soc., 20xx-Present; Tufts Men's Club Soccer, 20xx-20xx

**Computer Skills:** Proficient in QuickBooks, PeopleSoft, Stata, Google Docs, Microsoft Word and PowerPoint

**Language Skills:** Fluent in French

**Interests:** Avid New York Sports Fan, Line Dancing, and Cooking



# First Last

Phone | E-Mail

## EDUCATION

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**Tufts University**, Medford, MA

*Master of Science in Economics*

**GPA:** 3.xx / 4.0

*Expected May 20xx*

**McGill University**, Quebec, Canada

*Bachelor of Science in Agricultural Economics with Honors*

**GPA:** 3.xx / 4.0 | Minor: Economics | Honors: Dean's List and Semester Honors (all semesters)

*May 20xx*

**Relevant Courses:** Real Analysis, Advanced Statistics, Econometrics, Advanced Microeconomics, Advanced Macroeconomics, Game Theory, Money and Banking, Accounting, Linear Algebra, Calculus

## PROFESSIONAL EXPERIENCE

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**Smart Agriculture Analytics**, New York, NY

*Business Analyst*

*April 20xx-August 20xx*

- Designed and implemented data sourcing method in an SQL database in coordination with software engineers
- Managed new analyst interns by prioritizing and delegating tasks
- Prepared and delivered customized research demos to clients via online sources and telephone
- Performed valuation for agricultural technology start-ups, resulting in new partnerships with the company

**McGill University**, Quebec, Canada

*Research Assistant*

*January 20xx-December 20xx*

- Developed capitalization-weighted stock index for 200+ agribusiness equities
- Assessed risks by applying CAPM econometric regression model using Stata

**Fortune China Investment Bank**, Shanghai, CN

*Finance Analyst Intern*

*June 20xx-August 20xx*

- Performed due diligence including onsite interviews and phone conferences; drafted presentation materials for key stakeholders in potential transactions
- Selected 7 most valuable projects from 100+ potential clients by market sizing analysis & revenue projection
- Facilitated decision-making and negotiation process regarding projects valued at more than \$15M

**National Taiwan University**, Taipei, TW

*Research Assistant*

*May 20xx-July 20xx*

- Performed regression analysis in SAS to estimate the effect of foreign direct investment on productivity spillover
- Applied standard technology transfer measuring method and tested alternative method

## LEADERSHIP EXPERIENCE

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**Tufts Consulting Collective**, Medford, MA

*Project Manager*

*Jan 20xx-present*

- Lead a team of student consultants to provide pricing and marketing strategy for a media start-up
- Perform financial valuation for the company to attract investors

**McGill University**, Quebec, Canada

*Economics Teaching Assistant*

*August 20xx-December 20xx*

- Facilitated variety of group exercises to demonstrate key economic principles for over 100 students
- Designed homework questions to measure performance and provided feedback to the instructor

**Corn Innovation Competition**, Quebec, Canada

*Marketing Analyst*

*October 20xx-March 20xx*

- Developed an anti-fog surface cleanser and delivered business plan in a cross-functional team of four students
- Conducted pre-launch marketing research and competitor analysis
- Won the second prize judged by a panel of business executives and technical experts

**McGill Leaders Council**, Quebec, Canada

*Consulting Director*

*September 20xx-May 20xx*

- Led a team of 10, providing consulting solutions to student organizations addressing involvement and retention
- Mentored 9 junior consultants by critiquing their draft report and presentation slides

## SKILLS AND INTERESTS

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**Language:** Fluent English and Chinese

**Computer:** Stata, SAS, Excel, PowerPoint, Bloomberg

**Interests:** Rafting, Rock Climbing, and Historical Fiction