

JOAN BIZNES

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EDUCATION

Loyola University Maryland, Sellinger School of Business, Baltimore, MD Expected May 20xx
Bachelor of Business Administration in Finance, International Business Minor

- Cumulative GPA: 3.9
- Honors Program: Sellinger Scholars

Denmark International School at University of Copenhagen, Copenhagen, Denmark August-December 20xx

ACADEMIC AWARDS

- Beta Gamma Sigma, International Honor Society September 20xx-Present
- Dean's List All Semesters
- General Business Award - Nominated by faculty as single recipient out of 30 students May 20xx

WORK EXPERIENCE

Citigroup Global Markets, Inc., Boston, MA May-August 20xx
Wealth Management Intern, Smith Barney -Wealth Management Group

- Assisted the Vice President of Wealth Management in identifying and developing investment strategies for and contacting prospective clients
- Prepared and presented morning market briefings for Financial Advisors
- Compiled financial analyses utilizing Excel and participated in client presentations
- Completed a project which identified a potential client market, developed a database, and implemented marketing strategies currently being used by Financial Advisors

Morgan Stanley, Goshen, NY May-August 20xx
Financial Intern

- Provided information on a range of mutual funds through contact with Morningstar's website and personnel, enabling the financial advisor to evaluate funds
- Developed correspondence to provide information on account status and assisted in providing software solutions for everyday support for professional staff
- Created an extensive mail merge targeting Loyola alumni to support company marketing efforts, resulting in 6% increase in participation
- Assisted new financial advisors in their beginning weeks at Morgan Stanley to facilitate smooth transitions from previous firms and seamless transfers of accounts

EXTRACURRICULAR INVOLVEMENT

International Business Club - Loyola University Maryland, Baltimore, MD January 20xx-Present
Member

- Attend bi-weekly meetings to discuss relevant topics, as well as attend networking events to obtain a better understanding of the field and gain career advice

Care-A-Van, Baltimore MD September 20xx-May 20xx
Volunteer

- Participated in food preparation and serving meals for a combined total of 50 hours

EBLO (Education Based Latino Outreach), Baltimore MD January-May 20xx
Volunteer

- Tutored 1st graders on their English speaking skills and homework assignments at a public city school for 3 hours every week

SKILLS

- **Computer:** Proficient in Microsoft Excel, PowerPoint, Introductory knowledge in QuickBooks
- **Certifications:** Bloomberg Market Concepts
- **Language:** Conversational in Spanish