

RITCHIE

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M.B.A Candidate, Finance and Marketing concentration, with Managerial, Business Development, and Operations Management experience seeking a co-op position in the Financial Services Sector

Education

Rochester Institute of Technology, Saunders College of Business (AACSB Accredited)

Rochester, New York

Master of Business Administration, Finance, December 2019

State University of New York at Geneseo, Geneseo, New York

Bachelor of Arts, Philosophy, December 2014

Relevant Course Work:

- Micro and Macro Economics
- Financial and Managerial Accounting
- Management and Information Technology
- Statistics and Business Calculus

Licenses, Skills, Projects, and Extracurricular Activities

Licenses:

- Current CFA Candidate
- New York State Life, Accident, Health
- Pennsylvania State Life and Health

Skills:

- Bloomberg Terminal Software
- NinjaTrader 7 Algorithmic Trading Software
- Tableau Statistical Software
- Microsoft Office 2013 (Word, PowerPoint, Excel, Access)
- Wordpress and HTML
- SQL and RStudio

Graduate Projects:

- Worked on a project that used statistical software to help estimate the market price of US Crude Oil based on past market data and oil inventories
- Researched and developed a comprehensive analysis of the alcoholic beverage market with regards to future profitability
- Did market research and developed a marketing plan for a new product from tech-startup Allerguarder

Extracurricular Activities:

- Track and Field, Thrower, Spring 2011-2013
- Zeta Beta Xi Fraternity Treasurer, Spring 2014-Fall 2014
- SUNY Geneseo Relay for Life Participant (2013, 2014)

Experience

Business Office Manager *The Name Institution*, City, NY (Seasonal)

8/20XX

05/20XX-

- Managed personal and commercial advertising accounts for *The Name Daily* newspaper and website
- Analyzed seasonal budget and helped bring attention to areas of inefficiency
- Helped to settle any sort of customer or employee disputes in a professional manner

Office Manager *Mid-size retailer Inc.*, Jamestown, NY

01/20XX

05/20XX -

- Assist customers with product information and transactions
- Direct service crew in the most efficient way possible
- Manage business accounts and inventory through the company's software

Benefits Representative *Insurance Agency*, Erie, PA

08/20XX

03/20XX -

- Closed the 2nd largest deal in management history on my first account
- Contacted and set appointments with future clients which increased revenue
- Delivered benefits packages to union clients and operated needs-based analysis software to identify financial coverage gaps
- Negotiated and closed deals with clients specific to their needs, in excess of 10,100ALP

Financial Service Representative *Financial Advising Company*, Rochester, NY

02/20XX

10/20XX -

- Provided total financial needs analysis and services through a network of professionals
- Met with current/prospective clients to provide an understanding of certain financial planning strategies and products
- Worked with various risk analysis and planning software

