

# SAMPLE RESUME – UNDERGRADUATE

(Resume courtesy of Fresno Pacific University)

**Anne M. Carson**

anne.carson@colonial.edu

Cell: 555/555-5555

## University Address

212 Main Street  
Colonial University  
Winston-Salem, NC 08545

## Home Address

32 Timber Road  
Norfolk, CT 06058

## EDUCATION

**Colonial University**, Winston-Salem, North Carolina

Major: Finance; Minor: Mathematics—Bachelor of Arts expected May 2013

Cumulative GPA: 3.5; GPA in Major: 3.7

Relevant Coursework: Macro and Micro Economic Theory, Calculus II, Intro to Accounting, Statistics

Awards: Dean's List, 2010 - present; National Society of Collegiate Scholars

**Peterson Academy**, Oyster Bay, New York

Graduated with Highest Honors, June 2009. GPA 3.9.

Activities/Honors: President's Leadership Award; President, Student Council; Vice-President, National Honor Society; Captain, Varsity Lacrosse; Captain, Varsity Cheerleading; Big Sisters

## EXPERIENCE

**Colonial University Department of Economics**

Winston-Salem, NC

Research Assistant, Fall 2009 – Present

- Conduct research for Dr. Marguerite Lewis, an economics professor and director of undergraduate studies, by collecting information and data on personal decision-making in healthcare choices
- Analyze and synthesize the data into graphic and spreadsheet formats
- Consolidate findings weekly in organized, comprehensible reports and present to department

**Logan Investments (\$24 billion asset management firm)**

Stamford, CT

Research Analyst Intern, June – August 2011

- Served as assistant to portfolio manager of \$3 billion Global Equities Fund
- Delivered PowerPoint presentation to entire Global Equities Team on historical yield curve movement in German fixed income market
- Produced asset allocation models based on the domestic and international economic research
- Designed quarterly fund reports with Excel macros used in regular research analyst assessments
- Prepared spreadsheets showing fee structures for competing funds in the market

## Target

Oyster Bay, NY

Sales Associate, June – August 2009

- Worked in largest volume store in the region, with annual sales of in of \$4 million
- Generated sales of more than \$30,000 in one month, the most for any sales associate in the district
- Selected to work with merchandising team to develop and present new inventory tracking model to regional manager

**Supreme Sports Camp (500-camper multi-sport camp)**

Southampton, NY

Camp Counselor, June – August 2008

- Aided in developing speed, agility, and conditioning drills for junior high school athletes
- Prepared arrival/departure information, organized game schedules, managed team rosters

## ACTIVITIES

**Delta Delta Delta Sorority, House Manager (Fall 2010 – Present)**

- Elected by sorority to maintain relationships with the university, run daily house operations, and transition new officers
- Oversaw the House Renovations Committee
- Sourced and negotiated \$1 million bank loan for renovation of sorority house

**Colonial University Varsity Lacrosse, Member (Fall 2009 – Present)**

- 30-35 hours of practice per week (Sept.-May); Academic All-MAEC Second Team; played in NCAA Final Four (2009); Warren Smith Sportsmanship Award, *presented to the athlete who shows the highest level of respect to all he encounters through athletics*

**Colonial University Undergraduate Women in Business, Associate Member (Fall 2009 – Present)**

- Completed 8-week training program focusing on finance, consulting, and entrepreneurship

## SKILLS/INTERESTS

Computer: HTML, MS Excel, MS PowerPoint, MS Word

Language: Proficient in Spanish

Interests: Golf, Tennis, Lacrosse, World War II history