

## Name

Street Address  
City, State, ZIP

Phone  
Email

### EDUCATION

**Florida International University, Miami FL**  
Master of Business Administration

graduation year

**Florida International University, Miami FL**  
Bachelor of Business Administration  
Major: Finance

graduation year

### PROFESSIONAL EXPERIENCE

Company Name, City, State Country (if not US)

Month Year – Month Year (or Present)

#### **Most Recent Position Title**

- Use bullet points to highlight accomplishments you have in your job. Quantify as much as possible e.g. Improved satisfaction by 20% among client partners through listening to their problems and introducing a structured approach to solving them.
- You should include at least 6-8 bullets per position, if possible.
- Vary the action verbs you use at the beginning of each bullet.
- Bullets in the section must be in the present tense (if present is used in duration).

Company Name City, State

Month Year – Month Year

#### **Position Title**

- Use bullet points to highlight accomplishments you have in your job. Quantify as much as possible e.g. Improved satisfaction by 20% among client partners through listening to their problems and introducing a structured approach to solving them.
- You should include at least 6-8 bullets per position, if possible.
- Vary the action verbs you use at the beginning of each bullet.
- Bullets in this section are past tense.

Company Name City, State

Month Year – Month Year

#### **Position Title**

- Use bullet points to highlight accomplishments you have in your job. Quantify as much as possible e.g. Improved satisfaction by 20% among client partners through listening to their problems and introducing a structured approach to solving them.
- You should include at least 6-8 bullets per position, if possible.
- Vary the action verbs you use at the beginning of each bullet.
- Bullets in this section are past tense

### OTHER (Examples Below)

**Affiliations:** If you belong to an org – put the name here for ex: SHRM, FBLA, PETA

**Languages:** Spanish, French, Portuguese don't list English (you wrote the resume in English)

**Computer Skills:** MS Office Suite, MAC OS, iPix, etc.

**Certifications:** SPHR, Bloomberg

**Additional Training:** FINRA AML, How to Win Friends & Influence People, Gallup StrengthsFinder