



Jane Doe

 Main Street, City

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Overview of Qualifications

- Self-motivated professional with a strong commitment and developing expertise in Finance.
- Expert at establishing, maintaining, and promoting banking relationships with executives.
- Effective in maintain and analyzing financial statements and other financial documents.
- Versatile and proactive problem solver with excellent communication and interpersonal skills.
- Highly adaptable to ever changing circumstances within a fast-paced and demanding environment.
- Experienced in data research, administrative assistance, and organizational leadership.
- Proficient in Korean and English languages.

Education

Name of the Educational Establishment, City, State

Degree • Graduation Date

Professional experience

IU Bullets of Indiana University, Bloomington, IN

Treasurer • Mat 2013 – Aug 2014

- Updated the cash-flow projection for club's cash receivables and payables; reviewed record receivables, bank fees, and inter-club transfers.
- Collaborated with basketball team representatives to start Asian Basketball League through creating eight basketball teams; managed the Asian Basketball Tournament.
- Initiated internal and external meetings with investors to propose sponsorship for Asian Basketball League, resulting in \$1, 000 of received investment.
- Ensured that sufficient funds were available to meet ongoing operational investment requirements.
- Maintained credit rating agency and banking relationships.

Econometric Research, Bloomington, IN

Student Researcher • Sept 2013 – May 2014

- Researched GDP & CPI using stationary models, including AR, MA, ARMA, ARCH, and VAR based on the regression models.
- Conducted business research by analyzing and managing data using STATA statistical software, including co-integrating regressions and error correction models (ECM).

Korean Economics Club of Indiana University, Bloomington, IN

Secretary • Jan 2011 – May 2014

- Managed club's funds by maintaining financial statements with acute organizing skills to collect student fees totaling \$500 dollars in 12 weeks.
- Initiated bi-weekly sessions to build skills through mock-interviews and economics related debates with senior level club members.
- Prepared weekly reports on club's social networking website, including total followers to maintain accountability of strong social media presence.

Other experience

Korean Presbyterian Church, Bloomington, IN

Synthesizer Player – Praise Team • Jan 2011 – May 2014

Heritage Christian School, Indianapolis, IN

Synthesizer Player – Praise Team • Aug 2008 – May 2010