

Student Athlete Name

(999) 888-7777 | emailaddress@gmail.com

Promising finance professional eager to continue learning, growing, and serving clients. Excited to join a collaborative team committed to providing exceptional investment strategy and customer experiences.

Education

University Name | City, State May 2023

Bachelor of Business Administration

- Degree Emphasis: Management & Finance | Minor: Entrepreneurship
- GPA: 3.77 | Magna Cum Laude Graduate | Dean's List eight semesters
- Full-Time Student-Athlete: Men's Golf Team

Relevant Finance & Business Coursework

Applied Financial Planning	Money and Banking	Investments
Financial Risk Management	Financial Management	Business Analytics
Econometrics & Data Analysis	Management Info Systems	Applied Business Statistics
Advanced Financial Management	Small Business Management	Accounting I & II

Finance & Work Experience

Edward Jones Investments | City, State

Attendee at Financial Advisor National Meeting **July 2022**

- Growth mindset: voluntarily attended to learn new regulations, market changes, and trends
- Relationship building: networked and built relationships with financial advisors from across the US

Edward Jones Investments | City, State

Summer Internship as On-Call Branch Office Administrator **May – August 2021**

- Attention to Detail: Demonstrated attention to detail depositing checks and moving clients' assets
- Scheduling: answered phones, scheduled meetings, and input events into management calendar
- Performance tracking: monitored accounts, funds, and markets to determine best opportunities
- Sales: Assisted with sales process; placed calls, attended sales meetings, and conducted follow-ups
- Negotiation: attended client meetings and learned skills for negotiating and earning business
- Record keeping: balanced accounts and maintained accurate records of client assets
- Efficiency with software: utilized database, record management software, and Microsoft Excel
- Communication: developed exemplary communication skills while serving clients and liaising between financial advisor and office staff
- Confidentiality: demonstrated ability to handle sensitive information and verify client identity

Name of Golf Club | City, State

Seasonal Guest Services Cart Attendant **May – August 2020**

- Teamwork: assisted clubhouse staff with golf course operations ensuring great golf experiences
- Quality assurance: maintained cleanliness of carts and checked for maintenance issues
- Event execution: assisted with golf tournament set up, teardown, and misc. tasks during events
- Relationship building: provided great customer experiences and built rapport with golf clientele
- Brand consistency: maintained golf course practice facilities ensuring they met brand standards

Leadership Experience

University Name Men's Golf Team **August 2018 – May 2023**

- Team Captain 2022-2023: mentored 10 student-athletes through academic and personal growth
- Student-Athlete Advisory Committee 2020-2023: organized banquets and student-athlete mixers
- All-American Scholar 2020, 2021, 2022: recognized for academic excellence as a student-athlete
- Blazer Cup Sales: collected fees and sold sponsorships for team's annual fundraiser tournament