

JANE DOE

123 Wall Street • (123) 456-7890 • jane.doe@wallstreetgirls.com

EDUCATION

Stanford University

Sep 2011 – June 2015

- Economics B.A., Computer Science Minor; Current GPA: 3.91 / 4.00
- Coursework in programming abstractions, linear algebra, multivariable calculus, probabilistic analysis, game theory

Palo Alto High School

Sep 2007 – Jun 2011

- Valedictorian; English Department Hall of Fame; SAT Scores: Math: 800 Writing: 800 Critical Reading: 750

Honors/Awards

- James and Charlotte Gignilliat Scholarship, Marie L. Rose Huguenot Scholarship, National Honor Society, CAS/CIAC Scholar Athlete Award, National Merit Scholarship Finalist, National AP Scholar, Spanish Honor Society

WORK EXPERIENCE

Goldman Sachs

New York, NY

Investment Banking Summer Analyst (Industrials Group)

Jun 2013- Aug 2013

- Advised on \$1.2B sell-side M&A deal, completed buy-side M&A screen, and contributed to 11 total project teams
- Drove financial analysis for sell-side M&A deal, built the levered model projecting operations, financing, and returns
- Communicated with clients, partner banks, Goldman leadership to create investor materials to facilitate deal processes
- Read equity research and 10Ks to create profiles, perform sum-of-the-parts valuation, and write growth commentary

Wall Street Girls

San Francisco, CA

Social Media Intern

Jun 2012 – Sep 2012

- Designed and executed global social media strategy across various platforms, including Instagram, Twitter, TikTok, and Facebook
- Grew brand presence through community engagement and creative content, increasing website traffic by 4x
- Established regular monthly reporting of social media metrics such as follower counts, engagement rates, and generated leads across platforms

Constellation Wealth Advisors LLC

Menlo Park, CA

Research Intern

Sep 2011 – Dec 2011

- Maintained updated industry data; researched performances for 20+ funds and ran fund reports in Morningstar
- Improved portfolio management; updated portfolio and stock information in Excel, identified data outliers
- Implemented a new searchable computer organization system for 400+ firm reference materials

Mozilla Corporation

San Francisco, CA

Public Relations Intern

Jun 2011 – Sep 2011

- Strategically crafted messaging and b-roll content for Firefox browser back-to-school coverage for a nationwide Satellite Media Tour that had over 1,700 radio and Internet hits and reached an audience of over 9.8 million people
- Migrated database of 1,000 media contacts to a new platform, Cision, to better target pitches to members of the press

LEADERSHIP EXPERIENCE

Stanford Women in Business

Stanford University

Vice President of Business Development

Sep 2011 - Present

- Develop lecture series curriculum; manage 30+ corporate partnerships and secure high-profile speakers for business panels, workshops, and lectures

Spring Internship & Corporate Relations Director

- Expanded and administered Spring Internship program; recruited and matched 12 partner companies with 25 interns

Business Education Intern

- Organized logistics for the annual high school business conference attracting 100+ high school students

Alpha Phi Sorority, Kappa Chapter

Stanford University

Vice President of Risk Management

Sep 2012 - Present

- Lead the Risk Management Department. Serve on chapter's executive council and judiciary board committee
- Develop chapter emergency procedures and Risk Management Program; oversee the implementation of 60+ chapter events

Darien EMS Post 53

Darien, CT

Senior Officer and Connecticut Certified EMT

Sep 2007 – Jun 2011

- Responded to 100+ volunteer ambulance calls as the primary EMT and directed crews of students on these calls
- Trained and evaluated CPR/First Aid classes as a certified American Heart Association CPR/First Aid Instructor

ADDITIONAL INFORMATION

Computer Applications: Java, C++, C, Python, HTML/CSS, Adobe Illustrator, Adobe Photoshop

Language Skills: Spanish (fluent); Japanese (intermediate)

Interests: Boxing, Skiing, Archaeology