STUDENT NAME

123 Sesame St., Apt. 6A New York, NY 10006

123,456,7890 email@tepper.cmu.edu

EDUCATION

CARNEGIE MELLON UNIVERSITY, TEPPER SCHOOL OF BUSINESS

GRE Quant: 800/800

New York, NY 12/12

Master of Science in Computational Finance - MSCF

An interdisciplinary program including finance, mathematics, statistics, and programming that prepares students for opportunities in quantitative finance

Honors: Distinguished Merit Scholarship Recipient

UNDERGRADUATE SCHOOL

City,ST

Bachelor of Science in Economics

GPA: 3.93/4.00

5/10

- Concentrations: Finance. Statistics
- Minor: Mathematics
- Leadership: Co-President Undergrad Commodities Group, Franklin Community Program (residential program focused on community service)
- Awards: 2009 CME Group Commodities Trading Challenge place
- Honors: Summa Cum Laude, Dean's List (every year), Beta Gamma Sigma Member

COURSEWORK/SKILLS

- Finance: Financial Derivatives, Investment Management, Fixed Income Securities, Venture Capital, Corporate Finance, Multi-Period Asset Pricing, Options
- Mathematics: Calculus, Mathematics of Finance, Linear Algebra
- Statistics: Probability, Statistical Inference, Financial Time Series, Applied Econometrics
- Applications: Bloomberg, Microsoft Office (Word, Excel, PowerPoint, Outlook), JMP, Lotus Notes
- Programming: R, VBA, S-Plus, C++, Bloomberg API

EXPERIENCE

JEFFERIES & COMPANY

Analyst, Global Equity Product Management

New York, NY 7/10 - 4/11

Teamwork and Communication

- Generated a biweekly short interest data screen to highlight contrarian buy/sell research calls, which was regularly distributed to the firm-wide research sales force.
- Assisted in coordinating the morning research meeting and key intraday analyst break-ins to enhance communication of research calls to sales.

Problem Solving and Analysis

- Identified duplicated work processes and used Excel VBA to expedite production of the Equity Daily morning note used to communicate focus research calls to clients. Reduced production time by 33%.
- Developed a post-trade reporting system for clients of the Electronic Trading Services platform using Excel VBA/Bloomberg API to summarize trade performance.

STUDENT FEDERAL CREDIT UNION

Assistant Director, Investments Committee (Part-time)

Philadelphia, PA 1/09 - 12/09

Collaboration

- Liaised with committee members to reevaluate the \$2 million investment portfolio. Recommended changes to enhance liquidity and maturity laddering, resulting in a \$150,000 investment in agency CMO's and municipal bonds in the summer of 2009.
- Developed a new interest rate schedule on \$4.8 million in accounts in coordination with the Operations Committee and the Executive Committee, resulting in a 15% reduction in interest expense.

ADDITIONAL INFORMATION

Interests: Basketball, football, table tennis, financial markets

Licenses: Series 7, 63

U.S. Citizen