STUDENT NAME

123 Sesame St., Apt. 6A
Pittsburgh, PA 15232

123.456.7890
email@tepper.cmu.edu

EDUCATION

CARNEGIE MELLON UNIVERSITY, TEPPER SCHOOL OF BUSINESS — Pittsburgh, PA
*Master of Business Administration – **MBA*** — 5/13

- Concentrations: **Economics, Finance, International Business**
- Memberships: Tepper Women in Business, Graduate Finance Association (VP, Corporate Finance)
- Honors: Forté Fellows Program

UNDERGRADUATE UNIVERSITY — City, ST
Bachelor of Arts in Economics, Minor in Business Administration — 12/07

- Honors: Phi Eta Sigma, Dean's List
- Activities: Student Council

EXPERIENCE

FIDELITY INVESTMENTS — Westlake, TX
Lead Fund Accounting Analyst (9/10 – 6/22) — 1/08 – 6/11

- **Leadership**: Supervised a team of 6 employees as part of Fidelity's Pricing and Cash Management Services. Consistently demonstrated the leadership potential required for participation in the selective Lead Development Program which prepares lead analysts for managerial roles.
- **Initiative:** Recognized the opportunity to create a more efficient team through the development of tools to streamline daily tasks to mitigate risk. Ensured that each member of the team was properly trained on all tasks which created opportunities for members to participate in training workshops because their work was sufficiently covered.
- **Communication**: Led weekly meetings to update both domestic and international teams on outstanding cash breaks and process improvement opportunities. Prepared and presented a "day in the life" presentation to our international team in India in order to set role expectations between domestic and international teams.
- **Data Analysis and Research**: Compiled accurate monthly metrics package presented to upper management including: number of Net Asset Values distributed, cash and share breaks, and fund load per analyst. Actively participated in related management meetings regarding process improvements throughout the company.

Senior Fund Accounting Analyst (1/09 – 9/10)

- **Mentoring**: Developed junior team members by constructively reviewing and analyzing daily work of my team including Net Asset Value calculations and accruals. Mentored an intern and provided instruction on the fundamentals of his role, ultimately providing the skills and knowledge that resulted in full time employment.
- **Analytical**: Identified, analyzed, and resolved any potential risks or errors identified during daily activities and elevated them to upper management as necessary to significantly reduce Net Asset Value errors and related client risks.

Fund Accounting Analyst (1/08 – 1/09)

- **Team Work**: Supported Fidelity business units and clients including: custodian banks, portfolio managers, pricing and custody operations. Worked with a small team to present a division wide "walk-through" of daily processes resulting in an improved understanding of how each team operates.
- **Confidence**: Provided shareholder and cash reconciliations, booked expense accruals, and managed strategically different funds with assets in excess of $5,000,000. As a result, was able to train new hires on the key team responsibilities and took the related initiative to create a timeline to transition daily tasks and fund load to facilitate more efficient training.

ADDITIONAL INFORMATION

- Athletics: Finished in the top half of 400 participants in the Warrior Dash 3K mud run.
- Volunteer: Big Event, a community service day to benefit citizens in the surrounding community. Replant, a student run environmental service project in which thousands of trees are planted each year.
- Computer Skills: Experience with Excel VBA.