

JOHN Q. JOBSEEKER

Boiler@purdue.edu

Current address

420 Boilermaker Ave. Apt. 22
West Lafayette, IN 47906
(765) 555-2424

Permanent address

2800 N Credibility St
Fort Wayne, IN 46825
(260) 555-1234

Objective

A full-time position developing management information systems in the banking industry, which will allow me to apply my database development and financial analysis skills

Education

Purdue University, West Lafayette IN, expected May 2006 GPA: 3.6/4.0 (Major GPA: 3.8/4.0)
Bachelor of Science in Management
Minor: Management Information Systems

Significant Courses

Database Management Systems, Applied Systems Analysis and Design, Decision Support and Expert Systems, Computer Communications Systems (all graduate level courses)

Computer Skills

Proficient with IBM and MAC computers and with MS Office (Word, Excel, PowerPoint, Access), Lotus, Visual Basic, PowerBuilder, Oracle, SQL, and MS Publisher

Work Experience

Assistant Coordinator/Tutor

Purdue University Writing Lab, West Lafayette, IN January 2005 to Present

- Hire, train, and supervise tutors while creating a motivational climate
- Coordinate promotions through the production of marketing materials and promotional events
- Tutor students with business writing needs

Financial Analyst Intern

Merrill Lynch, Chicago, IL Summer 2005

- Prepared balance sheet and income statement analyses
- Evaluated various tax statements and other financial publications
- Joined a project team for establishing databases of pertinent information for use in analyzing future plans, forecasts, and acquisitions

Business Analyst Intern

State Farm, Bloomington, IL Summer 2004

- Assisted in developing and maintaining computer-based systems and procedures
- Analyzed financial systems and provided systems analysts with documentation of business requirements for proposed systems
- Developed written procedures for new system applications

Activities/Honors

AIIESEC International Exchange Organization Vice President, fall 2005 to present

Alpha Sigma Phi Fraternity Treasurer, fall 2004 to present

Lions Club Fundraising Assistant, fall 2003 to spring 2005

National City Bank Scholarship Award, June 2003

Dean's list: fall 2003 to fall 2005

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OBJECTIVE

A fulltime position developing management information systems in the banking industry, which will allow me to apply my database development and financial analysis skills

EDUCATION

Purdue University West Lafayette IN
Bachelor of Science in Management
Minor: Management Information Systems MIS
GPA 3.6 / 4.0
Major GPA 3.8 / 4.0
Graduation May 2006

SIGNIFICANT COURSES

Database Management Systems
Applied Systems Analysis and Design
Decision Support and Expert Systems
Computer Communications Systems
* These are all graduate level courses

COMPUTER SKILLS

Proficient with IBM and MAC computers and with Windows based applications such as Microsoft Office with Word Excel PowerPoint Access Lotus Visual Basic PowerBuilder Oracle SQL and MS Publisher

WORK EXPERIENCE

Assistant Coordinator / Tutor

Purdue University Writing Lab West Lafayette IN January 2005 to Present

- * Responsible for hiring, training, and supervising tutors while creating a motivational climate
- * Work as a promotions coordinator with responsibility of the creation and the production of marketing materials and promotional events
- * Tutor students with business writing needs

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Financial Analyst Intern

Merrill Lynch Chicago IL Summer 2005

- * Participated in preparation of balance sheet and income statement analyses utilizing my understanding of corporate finance and capital markets
- * Gained knowledge in evaluating various tax statements and other financial publications
- * Joined a project team for establishing databases of pertinent information for use in analyzing future plans, forecasts, and acquisitions

Business Analyst Intern

State Farm Bloomington IL Summer 2004

- * Assisted in computer development management procedures for real time data management
- * Conducted financial systems analysis and provided systems analysts with documentation of business requirements for proposed systems
- * Wrote procedure documentation for new system applications

ACTIVITIES / HONORS

AIIESEC International Exchange Organization Vice President fall 2005 to present

Alpha Sigma Phi Fraternity Treasurer fall 2004 to present

Lions Club Fundraising Assistant fall 2003 to spring 2005

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