

ECONOMICS—RÉSUMÉ SAMPLE

Student Name

555-555-5555

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SKILLS SUMMARY

- **Analytical:** Analysed and manipulated data while using R Script and Eviews for my Econometrics and Statistical Inference courses respectively. Comfortable using Excel to formulate financial models, and forecast financial statements.
- **Research:** Wrote various research papers for both Economics and non-Economics courses as part of my degree program. Experienced in reading various annual reports to collect data to form an industry analysis.
- **Communication & Teamwork skills:** Effectively communicated with customers continuously while working in various customer service positions. Successfully presented various projects, and research papers in front of fellow students, as well as professors for my courses.
- **Technical:** Proficient in Microsoft Office Suite (Excel, PowerPoint, Word, Access), Google Applications (Google Docs, Google Drive, Google Sheets, Google Slides), JAVA, HTML, R Script, EViews.

EDUCATION

BA Economics (Finance) & Business Minor (20XX)

September 20XX–Present

University Name (December 20XX, current GPA)

Applied Investment Management Course (AIMC)

Winter 20XX

A prerequisite to Applied Portfolio Management Program (APMP), which is a Student Managed Investment Fund. The course was focused on financial modelling & forecasting, Asset Allocation, Equity & Fixed income valuation, and Trading, compliance & cashflow management. I covered Molson Coors Canada, and formulated a report using my financial model for the next five years. I plan on appearing for the CFA Level 1 exam in February 20XX.

WORK EXPERIENCE

Collator, KPMG

February 20XX–May 20XX

- Organized and maintained a system for the administration of tax files, and the processing of over 400 returns.
- Assisted in the administration of 20XX tax forms, as well as update daily progress and database reports.
- Monitored and reported the inflow of tax information and the delivery of tax returns to various personnel.

Project Assistant, Support Centre, University Name

November 20XX–February 20XX

- Developed new project administration skills within the Student Affairs team for the Learning Assistance Program (LAP).
- Redesigned the timesheet used by the tutors to increase efficiency during time extraction, as well as improve the internal data storage for the LAP.
- Quick learner- with no payroll/accounting background, I learnt how to extract tutor times on the payroll system. Was quick to pick up, and responded in time to tutor time submissions

VOLUNTEER EXPERIENCE

Economics Course Union - Tutor

**September 20XX–
March 20XX**

- Supported first and second year students as a tutor for 100 and 200 level Econ courses. Volunteered as a tutor for 36 hours for the 20XX academic year.
- Helped organize review sessions before final examinations for important requisite courses.

Director of Academics – Economics Course Union

Present

- Responsible for handling the ECU Tutor Centre for the 20XX-20XX academic year. My duties included recruiting tutors, providing them with training, and to build a safe academic space for both students and tutors.
- Organized events for all the Economics undergraduate students at the University.
- Currently working on formulating a Question Bank for students to access for all Economics courses at University.

Recruitment Ambassador - Ask a Student Program, University Name

Present

- As the recruitment ambassador, I connected with prospective high school students across the world and provided them with insights into the student life at the University.

OTHER EXPERIENCE

National Pride Conference, University Name

May 20XX

- Participated in the first national pride conference held for universities across Canada, the focus of the conference was Inclusivity, Diversity & Equity.
- Competed in the Deloitte Case Competition; our team presented solutions to tackle various diversity and inclusivity problems faced by a local Canadian grocery store chain.

STUDENT MEMBER

Women in Capital Markets
CFA Society of Victoria

Present

Present

