

## SUMMARY OF QUALIFICATIONS

- Strong interpersonal skills resulting in exceptional rapport with people. Proven success in initiating, promoting and maintaining strong working relationships. Solid track record building relationships with business partners and colleagues.
- Proven ability to perform complex data analysis on large data sets while maintaining a big picture view of target objectives. Possess robust data management skills; an expert in Excel, trained and competent in relational databases.
- Highly skilled at optimizing processes and developing improvements to streamline existing systems. Ability to conceptualize existing methodologies and cultivate innovative solutions for fixes and enhancements.

## EXPERIENCE

**Senior Consultant**, Finance & Operations Risk, **Deloitte & Touch LLP**, San Francisco, CA April 20xx-present

- Lead local and international teams in completion of projects while delegating as necessary to team members in India and China consistently meeting client budgetary considerations.
- Execute numerous projects end-to-end from kick-off phase to close-out for multiple technology clients simultaneously.
- Advise clients in managing their partnership and vendor management programs and make recommendations for improvement for both parties.
- Lead process interviews and business model discussions using extensive experience performing business and risk analysis on companies of various market caps and various tech related industries.
- Conceptualized an idea, designed business model, and presented innovative plan to expand business into new industries receiving recognition from senior leadership team.

**Process Analyst**, Google Maps, **Google**, Mountain View, CA February 20xx-March 20xx

- Analyzed user generated metrics and developed recommendations for operational flow improvements based upon analysis.
- Created policies and documented methodologies for improving efficiency and increasing global productivity. Wrote weekly e-mails to 400+ employees globally on methods of improving output and efficiency.
- Created efficient user interface through providing feedback to engineers during development of internal tools.

**Event Manager**, Event Planning Office, **Santa Clara University**, Santa Clara, CA April 20xx-August 20xx

- Coordinated daily setup schedule in student hub building ensuring all events were properly arranged.
- Provided a multitude of information about SCU to upwards of 50 inquirers a day in person and via phone.
- Created a system for taking inventory of all equipment and items of value and oversaw its implementation.

**Finance Intern**, **Smith Barney**, San Jose, CA June-September 20xx

- Created auto-updating spreadsheets using many financial/statistical functions in Excel to track mutual fund values.
- Researched and compiled data on Exchange-Traded Funds trends over the most current 5 year period.
- Taught new portfolio optimization techniques learned in class to financial advisors including style analysis.
- Analyzed short-term and long-term goals of clients in regards to their current financial situation and goals.

## EDUCATION

**Bachelor of Science in Commerce, Major: Finance**, **Santa Clara University**, Santa Clara, CA 20xx

## ACTIVITIES AND SOCIETIES

SCU Immersion Program, SCU Finance Association, SCU Entrepreneurs Association, Intramural Basketball and Football Captain, Intramural Basketball and Soccer Champion