

Your Name

personr@email.com

Campus Address:
XXXX Street #7101
City, WI XXXXX
(608) 537-XXXX

Home Address:
XXXX Street Rd.
City, MN XXXXX
(651) 779-XXXX

Summary

Graduating Economics major with extensive research and leadership experience seeks full-time position. Strengths include ability to learn new tasks quickly, excellent organizational and planning skills, and strong communication abilities. Interests include research, logistics and planning, and organization. Available July 2005.

Education

Washington University, St. Louis MO
B.A. in Economics, May 2005
GPA 3.58/4.0
Additional Concentrations in Math and German

Advanced Coursework:

Econometrics, Game Theory, Economic Optimization Theory, Applied Financial Modeling, Probability, Introduction to Analysis (Calculus of Several Variables), Organizational Leadership

Research Experience

Economics Department, Washington University, St. Louis, MO

November 2003-May 2004

Research Assistant, Prof. Nye and Prof. Moul

- Determined research question and required data for project tracking births in the Year of the Dragon
- Collected a broad spectrum of demographic and economic data on 12 east-Asian nations
- Standardized and organized data in preparation for statistical analysis
- Produced and delivered bi-weekly status reports on data collection

Senior Honors Thesis

September 2004-February 2005

“Predictive Value of Industrial Sector Emphasis for Socially Responsible and non-Socially Responsible Mutual Funds.”

- Located and collected data on mutual fund performance and composition
- Organized and standardized data to prevent statistical irregularities
- Performed detailed statistical analysis on collected data

Additional Experience

Kiwanis Cub Scout Camp

Marine-on-St. Croix, MN

Summers 1999-2003

Senior Aquatics Specialist

- Developed and presented aquatics programming for groups of 4-15 2nd-4th graders
- Maintained chemical and physical quality of pool with daily tests, chemical balances and equipment checks
- Trained and mentored new staff members in camp policies, procedures, and program development
- Coordinated activity planning with camper groups of up to 60 people

Program Specialist

- Presented and planned programming for all skill areas, with emphasis on aquatics and physical fitness activities
- Maintained physical aspects of camp through general maintenance and landscaping work

Tau Kappa Epsilon Fraternity, Washington University Chapter

May 2002-Present

Vice-President

- Designed and implemented campus mentoring program
- Initiated discussions with campus administrators about Leadership Initiative
- Organized and led officer meetings to facilitate planning and communication among chapter leadership

Public Service Chair

- Designed and established campus-wide furniture donation drive
- Organized chapter-wide service activities

Treasurer

- Prepared and presented semester budgets; maintained financial records and handled large-scale transactions

Additional Skills

German – Upper-level skill in written and spoken

Microsoft Publisher, Excel, Powerpoint – Proficient

EViews, Minitab, and Matlab – Experienced

Activities and Awards

Roy and Katherine Otte Scholarship

Omicron Delta Epsilon (Economics Honorary)

Dean's List (4 Semesters)

Eliot Review (Campus Literary Journal)

Room Selection Task Force, Housing and Residential Life