

## Objective 5.4: Future Resume

You have four short years to gain all the qualifications for your first job out of college, and to be competitive, you need more than just a degree. To stand out to an employer, your resume needs to be rich with experiences, skills, and abilities, and researching what you want your resume to look like upon graduation then gives you a roadmap to reach your career goals.

*Your objective, should you choose to accept it, is to research your desired career and create what you want your resume to look like when you graduate. Include information on internships you are interested in completing, skills you have developed, organizations you have belonged to, and other items that make you marketable. Do you have a minor, double major, or leadership positions you would like to list? Think of all the ways you can show you're ready for the job you want after graduation.*

*Use the sample resume below to help you create your own resume that will reflect you and the work you have done when you graduate. Once you have completed all five objectives of your mission, return this sheet, along with the other four objective sheets to CareerCenter@indianatech.edu. If you have any questions, you can contact HQ at CareerCenter@indianatech.edu or calling at 260-422-5561 ext. 2217. Deadline to complete your mission is January 25, 2021. God Speed!*

I am using the resume below to search for positions as a \_\_\_\_\_ (name of the career).

### **JOAN E. JOBSEEKER**

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linkedin.com/in/joanejobseeker

#### FINANCIAL ANALYSIS & REPORTING

Meticulous Financial Analyst who undertakes complex assignments, meets tight deadlines, and delivers superior performance. Possesses practical knowledge in corporate finance and financial markets. Applies strong financial planning and analytical skills to inform senior management of key trends and reduce company expenditures. Operates with a strong sense of urgency and thrives in a fast-paced setting. Fluent in Spanish. Core competencies include:

Financial Reporting • Project Management • Financial Analysis • Financial Statements • Statistical Analysis  
Corporate Finance & Financial Services • Market Analysis • Client Relations • Strategic Planning • Forecasting

#### EDUCATION

**Bachelor of Science in Business Administration**  
INDIANA TECH

May 2023  
Ft. Wayne, IN  
**GPA: XX/4.0**

#### PROFESSIONAL EXPERIENCE

##### **COMPANY ABC**

One of the largest global pharmaceutical companies, producing a portfolio of products and medicines that support wellness and prevention, as well as treatment and cures for diseases across a broad range of therapeutic areas.

**Indianapolis, IN**

##### **Financial Analyst**

**12/2012 – Present**

- Prepare financial presentations for senior management by incorporating new and existing reports along with analysis of business trends for Company ABC's \$2.1 billion nutrition segment.

- Support the development of executive reports, presentations, and ad-hoc reporting capabilities. Formulates annual operating budgets and monthly forecasts, and tracks team spending for budget exceeding \$1.3 million.
- Generated approximately \$452,000 in annual savings by employing a new procedure, which streamlined the business's vendor relationships.
- Improved spending reports to enhance clarity of expenses and increase efficiency for 10 different groups.
- Conducted financial analysis to support senior leadership in developing the business segment's long-range financial plan of more than \$30 billion over the next five years.

**ORGANIZATION ZYX**

**Chicago, IL**

Leading provider of investment advisory services with a core focus on institutional investors such as Pension Funds, Endowment Funds, and Foundations, and high net worth individuals.

**Performance Analyst**

**12/2010 – 12/2012**

- Conducted quantitative analysis of index statistics and market data, performed benchmark analysis, and compiled performance data for more than 10 Pension Fund clients ranging in value from \$15 million to \$1.2 billion.
- Utilized in-house financial software systems to provide analytical, financial, and presentation support for the account management activities surrounding quarterly earnings meetings and ad-hoc monthly reports.
- Within first three weeks in the organization, took on and organized one of the company's largest clients, valued at \$1.2 billion with more than 100 money managers.
- Increased data mining 62% by creating a more efficient process to collect information from money managers.
- Reorganized and streamlined database of global indices to provide intra-quarterly returns.

TECHNICAL SKILLS

Proficient in Microsoft Office Suite: advanced Excel • Word • Power Point • Outlook • Access  
QuickBooks software • In-house proprietary financial software • SAP