

WAYNE J. MENEDEZ

Uses \$ and unique section heading to be different

20 North Street \$ Port Jefferson, NY 11777 \$ (631) 555-1111 \$ WayneJMendez@xxxx.com

JUNIOR TRADER | JUNIOR FINANCIAL ANALYST | PORTFOLIO JUNIOR ASSISTANT

Recent graduate who is passionate about investments and possesses a willingness to learn and develop, as demonstrated by three years of successful personal trading.

PERSONAL SNAPSHOT

Highly motivated, determined, analytical, intelligent and responsible. Bilingual with interest in international travel. Possess strong interpersonal and intercultural skills and would be an asset interfacing with Latin American clients.

Future goals: *pursue M.B.A. in Finance. Manage portfolio of investments. Analyze stocks and implement recommendations for employer.*

Skills: Microsoft Word, Excel and PowerPoint.

Languages: Native Spanish, basic conversational French.

EDUCATION

Adelphi University, School of Business, Garden City, NY
Bachelor of Business Administration, Management, December 2008
Cum Laude, **G.P.A.-3.53**

Applicable Coursework

- Advanced Financial Analysis
- Options, futures, and Swaps
- Micro/Macroeconomics
- Negotiations
- Investment Portfolio Management
- Organizational Behavior
- Managerial Accounting
- International Marketing

SPECIAL PROJECTS:

ADVANCED MANAGEMENT FINANCIAL ANALYSIS-Integral part of research project management team relating to financial crisis and involvement of government, AIG bear Stearns and JP Morgan. Advanced detailing of returns and analysis of options activities as well as BETA/ALPHA stock analysis. Achieved A- for efforts in this quantitative finance course.

Options/Future/Swaps-Conducted individual report on five stock options indicating fictitious purchasing of derivatives and analysis of profit/loss.

Investment Management Portfolio-Managed \$500,000+ in school funds to invest in individual stocks as agreed by class. Introduced fundamental and technical analysis of Johnson and Johnson and Quest Diagnostics.

Restaurant Management-Participated in class project of operating on-site restaurant as head treasurer in charge of modeling and forecasting sales. Tracked sales, managed expenses and achieved 80% ROI.

PAYING FOR EDUCATION

STAPLES, Commack, NY

Assistant Supervisor

Entry-Level Salesperson

Key Accomplishments

Years show a progression of responsibility strong

2005-Present

2006-Present

2005-2006

Comm skills are important

- Used strong interpersonal skills to effectively communicate company goals, expectations and progress through performance worksheets.
- Trained sales associates to ensure comprehension of products and business model.
- Achieved highest-level sales representative with supervisory tasks and responsibilities.
- Ranked as second-highest department sales associate; dedicated to showcasing superior products and services offered.

©Noble, David F. *Gallery of Best Resumes*, 5th Edition, Indianapolis: JIST Works: JIST Publishing, 2012.

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