

# [Contact address essay examples](https://assignbuster.com/contact-address-essay-examples/)

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Résumé

P. O. Box:

## DOB: 04/10/1990

Career Objective   
Education Background   
New York University, College of Arts and Science New York, NY   
B. A in Mathematics and Economics, Sept 09 – Present   
Current GPA: 3. 4/ 4. 00

## Relevant Courses▪ Statistics▪ Discrete Mathematics

▪ Macroeconomics▪ Money and Banking ▪Combinatorics ▪ Corporate Finance   
Work Experience   
CITIC SecuritiesBeijing, China   
Intern, Investment Banking DepartmentMay 12 – Aug 12   
▪ Created financial documents index and copied files   
▪ Financial Data Extraction and Integration   
▪ Prepared Petroleum and petrochemical industries research report, IPO instruction and legal documents   
ESK Capital Management New York, NY   
Manager Assistant Jun 10 – Dec 10   
▪ Customized investment portfolio on various investable asset classes.   
▪ Researched on various companies to develop prospective clients.   
BASE NYC Event-planning and Marketing Company New York, NY   
Marketing Promoter Jun 10 – May 12   
▪ Successful production of events for MTV, ImaginAsian TV   
▪ Improvement of client contacts in the entertainment industry   
China Resources, Real Estate Jun 09 – Aug 09 Shenyang, China   
Marketing Assistant and Sales Assistant   
▪ Assisted developing of Real Estate market   
▪ promoted the company through advertising   
Kong’s Law Office New York, NY   
Legal Assistant Oct 10 – Jun 11   
▪ Legal research   
▪ Plain English and Legal Translation   
▪ Summary analysis   
Skills & Exams   
▪ Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Minitab   
▪ Python and Java Programming Language   
▪ Candidate for ASA and Series 7, 66, 79 and 27 exams   
Interests and Hobbies   
▪ Swimming, Basketball, Tennis, & Rubik’s Cube.

## References

Corwin, G., Grappo, G. J., & Lewis, A. (2004). How to write better resumes. McGraw-Hill.