

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

[Business](https://assignbuster.com/essay-subjects/business/), [Marketing](https://assignbuster.com/essay-subjects/business/marketing/)

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.