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| **FIRST AND LAST NAME (ALL CAPS)**  **Customized LinkedIn URL** | 999 Street Address • City, State Zip  **(999) 999-9999 • youremailaddress@kenan-flagler.unc.edu** |

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| **PROFESSIONAL SUMMARY**  This section is optional and provides individuals with **substantial** professional experience an opportunity to highlight significant experiences, qualities, and skills. Summary statements should engage the reader and differentiate you from individuals who share similar credentials. They should brief, well-written, and not reiterate points already stated in the resume. | | |
| * Strategic Planning * Risk Management * Financial Analysis | * Financial Forecasting * Business Development * System Implementation | * Business Communication * Data Analytics * Cost Management |

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| **EDUCATION**  **UNIVERSITY OF NORTH CAROLINA, Kenan-Flagler Business School ­ –** Chapel Hill, NC  **Master of Accounting Candidate** | | | June 2022 |
| **UNIVERSITY OF NORTH CAROLINA at Chapel Hill –** Chapel Hill, NC  **Bachelor of Business Administration**   * High GPA (above 3.5), magna cum laude *(this distinction should always be lower case)* | | | May 2010 |
|  | **May** |  | |

**EXPERIENCE**

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| **CHASE BANK –** Raleigh, NC  **Vice President – Financial Reporting**   * Provide guidance regarding treatment of complex financial transactions and ensure financial statement disclosure. * Develop and implement production calendar for financial reporting cycles. * Partner with client’s legal counsel and external auditors regarding filings, examinations, and reporting. * *(Make sure each of your bullet points starts with a unique action verb and contains an action and result similar to bullets above.)* | 2017 - Present |
| **RED HAT –** Washington, DC  *[Optional, company descriptors are in italics to describe unfamiliar companies- Keep to 1 line]*  **Vice President of Operations (2012-2017)**   * Developed and implemented a sales plan to achieve monthly sales and profitability objectives with a focus on retail loans, deposit production, and fee income generation. * *(Show various positions under 1 employer with dates to show career progression if applicable)*   **Acquisitions Analyst (2007-2012)**   * Led and collaborated with associates to develop and implement successful marketing strategies to attract new and existing clients. * Performed in site selection, due diligence review, underwriting and corporate approvals for new land acquisitions for the development of new homes. | 2007-2017 |
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| **ADDITIONAL**   * Professional certifications [CPA, CFA]; professional assoc. memberships * Native Spanish speaker; Conversational Portuguese [Use: Native, Fluent, or Conversational] * List non-student leadership activities, volunteer leadership, awards or unique elements * List technical skills only if relevant to role; never list Microsoft Office suite skills with the exception of Excel. * List hobbies and interests [Be specific, e.g., “Volleyball” rather than “Sports”] |