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

|  |
| --- |
| **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
 |

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **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 |
|  |  |
|  |  |

|  |
| --- |
| **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”]
 |