Anna Jordan

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LinkedIn URL

# Education

**West Virginia University,** Morgantown, WV May 20XX

Bachelor of Science in Business Administration GPA: 3.7/ 4.0

Major: **Finance |** AoE: **Wealth Management**

Minor: **Business Data Analytics**

# technical skills & certifications

Development:Python 3.7 (Proficient), R (Novice), VBA (Novice)

Applications:Bloomberg Terminal, Thompson One, Microsoft Office (PowerPoint, Excel)June 20XX Exam Date

# work experience

**Fixed Income Analyst Intern** May 20XX – August 20XX

**Bank XYZ,** New York, NY

* *[Begin with action verb; focus on your accomplishments/results and how you added value to the origination]*
* Maintained client portfolios in the analytic system; updated, priced, generated reports, and provided call/maturity information in a timely manner
* Generated analytic reports using systems such as CMS BondEdge, Bloomberg, and proprietary tools
* Helped portfolio managers make data-driven decisions by tracking and analyzing portfolio-level metrics

**Sales Associate** August 20XX – August 20XX

**Old Navy,** Morgantown, WV

* Exceeded monthly sales goals of 15+ credit card sign-ups through proactive and suggestive selling techniques
* Promoted Old Navy loyalty program benefits to enhance customer satisfaction and loyalty
* Provided versatile support across areas, including sales floor, fitting rooms, cash wrap, and back-of-house

# experiential learning & course projects

**Financial Statements Analysis Course,** West Virginia UniversityAugust 20XX – December 20XX

* *[Bullets should begin with a description of the project; subsequent bullets should relate to tasks/results]*
* Utilized Excel, financial ratios, and ten years' worth of financial statements to predict the stock price of Home Depot
* Led team to an A on our 20-page company analysis by facilitating work and clarifying instructions

**Wall Street Prep Modeling Course Participant**, Virtual July 20XX

* Learned about modeling tools, including, financial statement modeling, DCF modeling, M&A modeling, trading comps modeling, transaction comps modeling, and LBO modeling

# leadership & engagement

**Vice President,** West Virginia UniversityAugust 20XX – Present

**Alpha Kappa Psi, Beta Rho Chapter**

* *[Extracurricular activities should describe organization involvement and leadership experiences gained]*
* Supervise chapter operations, lead chapter meetings, manage the performance of 6 officers in compliance with national standards, and build a chapter success plan for the long-term
* Awarded 1st Degree Bronze Distinguished Service Award for creating a lasting impact on the region

**DECA** August 20XX – Present

**Member**

* International Collegiate DECA Case Competition - Financial Analysis, 1st Place March 20XX