

Sample 1L Resume

Jan is a Joint Degree student (JD/MBA) looking for a private sector job.

JAN SMITH

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Philadelphia, PA 19103
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EDUCATION

University of Pennsylvania Law School, Philadelphia, PA

J.D. anticipated, May 2020

Honors: Dean's Scholarship

Activities: Associate Editor, Journal of Business Law Member,
Post-Acceptance Committee

2018 Summer Coursework:

Federal Income Tax, Professional Responsibility, Securities Regulation Competitive
Strategy, Global Strategic Management

Quality and Productivity Management, Supply Chain Management

University of Pennsylvania Wharton School, Philadelphia, PA

M.B.A. anticipated, May 2020

Georgetown University McDonough School of Business, Washington, DC

B.S.B.A., Dual Major in Finance and International Business, May 2014

Honors: National Society of Collegiate Scholars

Activities: Business Manager and Alumni Coordinator, Superfood A Cappella Group

Madrid University, Madrid, Spain

Studied Strategic Management and International Finance, Summer 2013

EXPERIENCE

Bank of America Merrill Lynch, Global Markets Hedge Fund Risk Management, New York, NY

Assistant Vice President, Associate, Analyst

July 2014 - June 2017

Managed capital markets credit risk exposure to 40 hedge fund managers with assets of over \$100 billion by reviewing formation/offering documents, financials, conducting calls with fund managers, authoring due diligence reviews, negotiating legal trade terms, reviewing trade requests, and resolving violations of contractual terms and risk limits.

PwC, Baltimore, MD

Analyst

May 2012 - August 2014

Conducted audits, analyzed problem areas and presented findings to PwC partners and to clients. Assigned to new department organized to work with entrepreneurial start up ventures. Established initial accounting systems and recommended accounting software.

LANGUAGES AND INTERESTS

Spanish (conversational), French (basic).

Won Third Place in 2015 TVB International New Talent Singing Competition (USA Division).

Certified in scuba diving.