

Make your name more prominent

Phillip Finance

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Organize contact info so it takes up less room

### Summary

- Demonstrated achiever with exceptional knowledge of business analytics, business practices, and financial analysis.
- Strong finance background combined with advanced level Microsoft Excel knowledge.
- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Extensive computer training, including knowledge of multiple networking environments and business software packages.
- Enthusiastic and experienced in overseas travel.
- 610 on Bloomberg Aptitude Test

Change header to the job you're targeting, don't use bulleted list for value statement

Remove irrelevant info

Add "key skills" section for listing specific skills, test scores, and training

### Education

B.S.B.A in Finance/Business Analytics  
Old Dominion University, Norfolk, VA

degree in Arts and Sciences  
Neck Community College, Warsaw, VA

Add as much relevant information in the education section as you can

### Career History & Accomplishments

Fine Dining Server, *The Inn at Montross, Montross VA* 2012

- Head server, in charge of training new employees as well as normal server duties.

Course Facilitator, *Community Coordinating Counsel, Warsaw VA* 2010-2012

- Administered presentations to groups of 20-30 students, grades 5-10
- Facilitated anti-bullying programs and how to achieve healthy relationships in all aspects of life.
- Informed those students of how to recognize conflicts and de-escalation tactics.
- Mentored students to help set life goals and achieve them.

Shelter Manager, *The Haven Shelter and Services, Warsaw VA* 2010-2012

- Answered hotline calls from women and men in search of help/information about domestic violence and sexual assault.
- Mentor mothers and their children that have been abused and serve as a positive male role model.
- Planned activities that help children grow up and recognize violence and how to respond to it.

#### Additional experience:

- ❖ Server at Good Eats Café in Kinsale VA. 2008-2010
- ❖ Assistant Parts Manager at Northern Neck Chevrolet in Montross VA. 2007-2008

Remove job history and information that aren't relevant to the job you apply for

### Memberships & Affiliations

- Bloomberg Certified
- Finance Club
- Monarch Millionaires budgeting group

Elaborate on these if you can, the more relevant to the job the better!