

# DAVID DAHLIN

111 East Main ~ Chicago, Illinois 60608

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## QUALIFICATIONS

Enterprising, articulate Investment Banking Analyst with solid market knowledge and recent success as a proprietary trader, securing more than \$25,000 in Nasdaq trades. Possesses Series 7 and 63 licensing; professionally affiliated with the NASD. Works well alone or as part of a team. Technically proficient in Microsoft Windows, Excel, Access, Word, and PowerPoint. Willing to travel.

## EDUCATION, PROJECTS & HONORS

CITY UNIVERSITY, Chicago, Illinois

*Bachelor of Business Administration, Finance Major, 2000*

### Projects:

Fundamentals of Management: Worked on a student team that researched and analyzed a company in order to provide data on management. Devised concepts to enhance management and increase production.

Investments: Chosen as class leader in studying and monitoring diverse investment opportunities to determine which ensured the best return.

International Business: Worked with a team strategizing entry into a global market that included the political, economic, and financial sectors.

### Honors:

- *Recipient, Who's Who Among College Students, 1997-2001*
- *Member, Student Activities Board, 1997-2001*
- *Representative, Inter-Fraternity Council, 1997-2001*
- *Representative, Commuter Council, 1997-2001*
- *Platoon Leader, R.O.T.C., led platoon to achieve Most Outstanding Platoon in R.O.T.C. Brigade, 1997-2001*
- *Leader, Aggressor Platoon, 1997-2001*

## PROFESSIONAL EXPERIENCE

TTST SECURITIES, Chicago, Illinois

2001 – Present

### *Proprietary Trader*

- Oversaw trading for a \$100,000 account.
- Generated \$25,000+ by trading securities on the Nasdaq.
- Passed Series 7 and 63 examinations.

BIG 5 SPORTING GOODS, Evanston, Illinois

2000

### *Clerk*

- Managed accounts payable and receivable; participated in and completed numerous projects in the local area.

NEW DIRECTIONS COMPUTER STORE, Chicago, Illinois

1998 – 1999

### *Customer Relations Specialist*

- Ensured adequate inventory levels; assisted consumers in purchases.

# PAMELA EVANS

145 Tahquitz Canyon · Palm Springs, California 92262 · 760-555-1212 · support@resumeedge.com

## PROFILE

- Award-winning, multilingual Business Student with extensive professional and entrepreneurial experience.
- Awarded 2001 Student Leader for exemplary service in student government.
- Received 2001 Service Award for outstanding contributions to campus activities.
- Fluency in English, Spanish, and Portuguese. Technically proficient in MS Word, Excel, and PowerPoint; programming in Visual Basic and HTML; Web design.

## EXPERIENCE

### **TRANSLATOR**, Orange County, California

**Private Contractor** . . . . . 4/00 - Present

- Team with two secretarial assistants to provide conversation-based translation and mediation services to non-English speaking business owners and employees.

*Accomplishment:*

- Awarded Hispanic Business Community recognition for assisting immigrants.

### **TIMXV, LLC**, Santa Ana, California

**Foreign Currency Trader, Intern** . . . . . 12/01 - 2/02

- Handled \$50,000+ monthly in trades and investment, specializing in Euros, Dollars, and Yen transactions; investigated trends and issued market reports.

*Accomplishment:*

- Increased profitability by exploiting Euro-to-Dollar exchange rate fluctuations.

### **CHILDREN'S LEARNING CENTER**, Fullerton, California

**Founder / Business Manager** . . . . . 6/00 - 8/01

- Established and operated an educational institution with a staff of 20.

*Accomplishment:*

- Built revenues through direct student recruitment and cooperative local network.

### **PREMIER LEARNING ACADEMY**, Irvine, California

**Assistant Business Manager / Spanish Tutor** . . . . . 12/99 - 3/00

- Aided management and coached students for educational preparation institute.

*Accomplishment:*

- Boosted student enrollment; won Employee of the Month Award.

### **SEDA Y FIBRAS, S.R.L.**, Hernandarias, Alto Parana, Paraguay

**Assistant Business Translator** . . . . . 2/97 - 12/98

- Conducted English-Spanish-Portuguese translations of business documents and person-to-person conversations for global textile exporter.

## EDUCATION & ACTIVITIES

### **CALIFORNIA COMMUNITY COLLEGE**, Irvine, California

**Business Administration Major, 2000 - Present**

- 4.00 GPA, President's List, Alpha Gamma Sigma, Phi Alpha Mu, Mu Alpha Theta.
- 2001 Associated Board of Trustees Member.
- Student Representative to Academic Senate, Spring 2001.
- Student Representative to Transfer Advisory Board, Spring 2001.
- Student Advisor to Business Club, Fall 2001.

# Jessica Lee Titus

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## EXPERIENCE

**President, Associated Students Legislative Council** November 1998  
American Graduate School of International Management May 1999

- Managed and supervised 25 officers
- Supervised application of a \$70,000 budget
- Made presentation to Board of Directors
- Liaison to Board of Trustees
- Member of the Academic Council
- Conducted meetings on a weekly basis

**Vice President, Associated Students Legislative Council** August 1998  
American Graduate School of International Management November 1998

- Supervised publication of campus directory
- Regulated club activities
- Allocated over \$10,000 of student funds
- Organized all campus elections
- Coordinated school-sponsored activities
- Organized charity ball for Red Cross

**Customer Service Counselor** July 1997  
BancFlorida, Sarasota, Florida January 1998

- Opened and closed accounts
- Responsible for training of new tellers
- Received and resolved customer complaints
- Controlled access to safety deposit boxes
- Balanced bank records of negotiables
- Participated in numerous training programs

**Bank Teller** May 1995  
BancFlorida, Sarasota, Florida August 1995

- Operated cash drawer of \$10,000
- Maintained positive customer relations
- Verified commercial deposits
- Balanced branch records

**Bank Teller** May 1994  
Dauphin Deposit Bank and Trust Company, Harrisburg, Pennsylvania August 1994

- Participated in a 6-week training program
  - Developed customer service skills
  - Replaced vacationing employees
  - Operated and balanced cash drawer
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**EDUCATION** **Master of International Management** May 1999

American Graduate School of International Management, Glendale, Arizona  
Concentration: International Marketing and French

**Bachelor of Arts** May 1997

Eckerd College, St. Petersburg, Florida  
Major: French ▪ Minor: Management  
Completed comprehensive exams in major with a 4.0/4.0

## LANGUAGES

Proficient in **French and Danish**  
Knowledge of Lotus 1-2-3, WordPerfect, BASIC, dBASE III, and MS Word

## OVERSEAS EXPERIENCE

Youth for Understanding Exchange Student, Borup Skole, Borup, Denmark 1991 – 1992  
Eckerd College Independent Study, Paris, France January 1997

## ACTIVITIES

Vice President of Women's Rugby Club, Co-Coordinator for Career Services  
Fashion Show, Development and Volunteer Committees, French Club

## ADDRESS

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