

Brian Business

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EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Science in Business Administration

December 20XX

Major: **Business Administration**

- Honors & Awards: Dean's List (Spring 2020-Fall 2020)

Relevant Coursework: Financial Accounting, Organizational Behavior, Computer Applications for Business, Global Business Perspectives, Accounting for Financial and Managerial Decision Making

RELEVANT EXPERIENCE

Merrill Lynch Wealth Management, Bala Cynwyd, PA

May 20XX – August 20XX

Wealth Management Intern

- Prepared and reviewed client portfolio and financial reports with three Senior Advisors
- Coordinated 1-2 meetings each week with various clients in the financial industry
- Observed financial planning sessions with clients and Senior Executives
- Performed administrative responsibilities including answering phone calls, completing company mandates, and copying client documents

WORK EXPERIENCE

ParkOps Parking Management, Philadelphia, PA

June 20XX – Present

Service Valet

- Park and retrieve 30+ cars each shift for customers receiving service appointments at the dealership
- Provide exceptional customer service, including maintaining a professional appearance and pleasant demeanor at all times
- Clean and maintain the interior and exterior the parts of cars after completion of service appointments

Whitemarsh Valley Country Club, Lafayette Hill, PA

June 20XX – July 20XX

Golf Caddy

- Ensured an enjoyable experience for golfers by carrying golf bags and tending to any requests from golfers to improve their performance
- Maintained course appearance by raking bunkers, filling divots, and picking up debris or waste

ON-CAMPUS LEADERSHIP & ACTIVITIES

Business Leadership Fellows Program

August 20XX– Present

Member

- Selected as one of 30 students within the School of Business to participate in this inaugural program
- Demonstrate leadership through various on-campus, co-curricular, and community engagements

Investment Club

October 20XX – Present

Member

- Participate in investment simulations and learn investing strategies from guest speakers

La Salle Intramural Basketball Team , Captain

December 20XX – February 20XX

Captain

- Recruited 7+ new members to join and participate in the intramural team sport each semester
- Corresponded with teammates and Recreation Office staff on game logistics and scheduling

SKILLS

Microsoft Office (Word, Excel, PowerPoint), SAP, Bloomberg Market Concepts