

# Career Center

## Example Accomplishment Statements

**Wells Fargo**, Investment Banking Summer Analyst | New York, NY | Summer 2016

- Received an offer to return full-time with the Syndicated Leveraged Finance Natural Resource Group
- Conducted a credit comparable analysis for a clean energy company and 5 of its peers as part of an investor presentation for a joint IPO and \$800M high-yield note offering
- Analyzed costs and benefits of 3 debt financing options, including an asset-backed loan, a term loan, and a bond offering for a technology company considering a share repurchase

**GLOBAL HEALTH MAJORS UNION**, *Vice President*, Duke University Jan 2016-Present

- Launched monthly resume workshop program for global health majors through leveraging contacts at the Duke Career Center
- Built a mentorship program connecting underclassmen with upperclassmen to assist with course registration
- Preside over 4 committees and liaise with faculty, professionals, and graduate-level students to facilitate planning and execution of 5 educational and vocational global health programs

**Duke University Marching and Pep Band** – *President* (2015-2016), Duke University Fall 2015-Present

- Oversee all aspects of the organization including budgeting, planning, and developing band policy in collaboration with the director and officers, lead bi-weekly meetings with the 25-person leadership team
- Serve as principal student liaison between Duke administration and our 135 members
- Developed and implemented strategies to improve member recruitment and retention; updated website and developed social media marketing plan; increased membership by 28% and social media followers by 17%

**Shadowed Physicians**, Boston, MA, May 2016-Present

- Observed 75 hours of surgical procedures, patient consultations, and medical staff meetings to build first-hand understanding of successful patient care; developed a strong interest and foundation in the biomedical field

**Undergraduate Research Associate**, Duke University Medical Center, Durham, NC February 2014-Present

**Project: Protein X Regulation of Protein Y localization for antiviral innate immunity**

*How does the localization of Protein Y, a central innate immune adaptor, impact its function and its role in the antiviral response?*

- Developed and implemented strategy to address research question in collaboration with PI and graduate supervisor
- Optimized project-specific protocols for qRT-PCR, PCR, siRNA Knockouts, Western Blots, Luciferase Assays, Immunofluorescence, and Microscopy
- Compiled and analyzed all data output in STATA to evaluate significance of experimental results; developed comprehensive lab reports summarizing protocol and findings to support future research

**Omega Tau Beta Fraternity**, Social and Brotherhood Chair, Duke University Spring 2014-Present

- Organized monthly social activities and contributed to multiple committees while interacting and communicating with a culturally, ethnically, religiously and socio-economically diverse group of 30 men



**Caretake, Inc.**, Technical Co-Founder & Software Engineer; Durham, NC, Summer 2015-Present

- Serve as a founding engineer of a start-up that supplies a network of mobile caretakers for healthcare clients through a RESTful API; communicate extensively with the CEO and clients to actualize non-technical specs
- Designed a scalable system with a mobile driver front-end that communicates with a server and API, which then communicates with clients, while keeping flexibility and agile development methodologies in mind
- Implemented the entire technical platform, from the API/back-end to the web/iOS front-end, in RoR and iOS, while also learning new technologies, gems and libraries like the Stripe API, cURL, Alamofire and others

**Sales and Marketing Intern**, Broadridge Financial Solutions, New York, New York, Summer 2015

- Led the overhaul of the Salesforce.com archives and updated client information for senior sales executives
- Created PowerPoint presentations and surveys to assist Sales Team's strategy and training for offsite conference
- Tested the new internal website before launch and reported bugs to the Digital Marketing Team
- Coordinated and executed an employee English as a second language program; meeting twice a week

**Duke Athletic Academic Services**, French Tutor

Durham, NC | Jul 2014-Present

- Devised individualized lesson plans to teach 3 student-athletes elementary and intermediate levels of French grammar, composition and conversation
- Increased students' grades from C- to B+ through designing and implementing individualized tutoring strategies

**Community Consulting – Duke Consulting Club**, *Project Leader*, Duke University

Sept 2015-May 2016

- Consulted for Feedbox, a business comment card start-up, in areas such as; competitive benchmarking, consumer segmentation, marketing strategy, and best practices analysis
- Selected to lead team of 4 associates in developing problem-solving strategies and creating deliverables for clients

**Business Oriented Women**, *Vice President of Membership*, Duke University | May 2013 - May 2014

- Led the recruitment process by marketing to potential members, managing the application process, and leading deliberations; resulting in an increase in applications from 70 to 114
- Pioneered the first new member retreat, planned logistics and led activities to facilitate new member networking
- Performed outreach to recruit speakers, plan weekly general body meetings, and track the attendance of 150+ members