

Career Center

Finance Resume Example

MICHAELA JACKSON

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EDUCATION

Duke University, Trinity College of Arts and Sciences, Durham, NC **May 2016**

Bachelor of Science in Economics with Finance Concentration, Bachelor of Arts in Psychology

- Cumulative GPA: 3.63/4.00
- Relevant Coursework: Financial Accounting, Intermediate Finance, Financial Risk Management, Financial Institutions

University College of London, London, UK **Fall 2014**

WORK EXPERIENCE

Wells Fargo, Investment Banking Summer Analyst, New York, NY **Summer 2015**

- 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

Bank of New York Mellon, Investment Banking Summer Analyst, New York, NY **Summer 2014**

- Interned in the Global Consumer Retail Group and received an offer to return for the summer of 2015
- Co-wrote Confidential Information Memo for \$600M sale of compliance and risk management company
- Compiled buyer profiles and management presentation biography packets for 15 potential buyers
- Conducted research for Credit Memo for \$160M alarm monitoring company and \$225M firearms manufacturer
- Created stock price charts and company profiles for food and beverage company pitchbooks

Social Entrepreneur Corps, Community Consultant, Antigua, Guatemala **Summer 2013**

- Participated in a highly selective DukeEngage service project to assist local communities, organizations, and businesses using microfinance and the microconsignment model
- Partnered with local entrepreneurs to develop scalable business models and expansion processes; provided 6 communities critical technologies such as reading glasses, solar lamps, clean burning stoves, and water filters

LEADERSHIP AND INVOLVEMENT

Business Oriented Women, Duke University **2012 –Present**

President

May 2015 –Present

- Manage 20-person executive board, conduct board meetings, and lead general body meetings with 200+ members
- Execute 10-15 events per month by coordinating among board members and assisting with speaker outreach
- Oversee the “Lean-In” Committee by organizing and leading bi-weekly meetings, mentoring committee members, and facilitating communication between the committee and the executive board
- Maintain relationships with undergraduate business organizations, faculty, and with Fuqua MBA students

Vice President of Alumni Relations

May 2014 –May 2015

- Expanded 200+ member alumni program by planning alumni panels, recruiting speakers, and growing mentorship program to increase alumni presence and develop stronger relationships between alumni and current members
- Enhanced alumni mentorship program by improving matching process and creating informational handbook to maximize participation and mentee-mentor takeaways
- Piloted alumni city meet-ups and enhanced social media presence to facilitate networking and increase involvement

Vice President of Membership

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 attendance of 150+ members

Community Consulting, Project Leader, Duke University

Sept 2013 –May 2014

- Consulted for Feedbax, a business comment card start-up, in areas such as competitive benchmarking, consumer segmentation, marketing strategy, and best practices analysis
- Directed a team of 4 associates and corresponded with the client to meet deliverable deadlines

SKILLS AND INTERESTS

Languages: Chinese (Intermediate speaking)

Interests: Badminton, competitive cooking shows, traveling, photography, oil painting

