

GWSB Graduate Resume Template: Finance - Basic format

**FIRST LAST**

(000) 000-0000 • Street Address • City, State Zip Code • [youremail@gwu.edu](mailto:youremail@gwu.edu) • LinkedIn address  
Current Citizenship and/or Security Clearance (optional)

**EDUCATION**

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**THE GEORGE WASHINGTON UNIVERSITY, School of Business**  
**Master of Business Administration, Finance and Investments**

**Washington, DC**  
*May 2009*

- President, MBA Association (MBAA)
- Increased MBAA funding 128% by strategically lobbying the student association and administration
- Responsible for establishing MBAA annual goals and managing the 8-member board

**UNIVERSITY OF MARYLAND**  
**Bachelor of Arts, Communication**

**College Park, MD**  
*August 2007*

- Completed 97 credits in less than two years

**EXPERIENCE**

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**JP MORGAN ASSET MANAGEMENT**  
*Summer Associate*

**New York, NY**  
*May 2008 – August 2008*

- Analyzed business strategy, economic impact, competitive forces and financial statements of mid-cap equities in order to value and pitch companies to senior analysts.
- Developed a thorough understanding of portfolio strategy among asset classes including equities, fixed income, alternatives, real estate, and cash.
- Assisted in creating marketing materials such as pitch books, client solution letters, and client talking points for Relationship Managers and Client Advisors.
- Maintained relationships with the Private Bank, Investment Bank and Commercial Bank to facilitate cross-selling opportunities for JPMorgan Asset Management.
- Conducted trend analysis on the Public Sector's asset allocation over an eight-year period that was used to develop marketing material and forecast client needs.

**J. CHARLES INVESTMENTS, LLC**  
*Owner/Operator*

**Arlington, VA**  
*July 2005 – July 2008*

- Increased total equity 290% by determining that the Washington, DC market had peaked and entering the Richmond, VA market after a thorough valuation of various regions.
- Increased annual revenue by 18.55% by analyzing rental market demand and aggressively pricing rental properties.
- Successfully marketed 6 rental units resulting in 90% occupancy rate over two-year period.
- Realized a return on invested capital of 6.76% for calendar year 2008 which outpaces WACC's 5%.

**UNITED STATES MARINE CORPS**  
*Marketing/Communication Manager*

**Washington, DC**  
*September 1997 – September 2005*

- Trained, supervised, and evaluated a team of 5 public affairs specialists on all aspects of internal and external communication with various public and media outlets.
- Developed and distributed marketing materials such as public service announcements, musical CDs, print advertisements, brochures, and press releases intended to benefit the Marine Corps recruiting effort.
- Managed media relations events for multiple 2-month, multi-state goodwill tours resulting in hundreds of television, print, and radio stories portraying the military in a positive light.
- Saved the Marine Corps an estimated \$500K in advertising costs by organizing more than 200 television and print stories with local NBC, ABC, CBS, affiliates in markets throughout the US.
- Consistently achieved a ranking among the top 10% of peers during Marketing performance reviews.

**ADDITIONAL INFORMATION**

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**Awards:** Recipient of numerous awards while in the Marine Corps, including 2 Navy and Marine Corps Achievement Medals and a Certificate of Commendation, all for exceptional leadership and superior performance of duties