

## MBA RESUME SAMPLE (Internship)

### MEREL MILES

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Lynwood, NJ 08980  
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### PROFILE

Excellent analytical and writing skills demonstrated through designing and analyzing market surveys. Proven strength developing relationships with customers, co-workers and management.

### EDUCATION

Rutgers University, School of Business  
**MBA, Concentration Finance**  
**GPA 3.86**

Camden, NJ  
May 2006

Courses completed:

Portfolio Risk Management  
Corporate Financial Policy  
Energy Markets & Contracts  
Corporate Risk Management

Venture Capital & Private Equity  
Global Strategic Management  
Financial Accounting  
Global Trade & Competition

Seton Hall University  
**B.S. Management**, Graduate Cum Laude

South Orange, NJ  
May 2004

### *Leadership Activities*

MBA Student Association - Vice President (Rutgers University)  
Management Society - President (Seton Hall University)  
Greek Council - Public Relations Chair (Seton Hall University)

### FINANCE INTERNSHIP

Huston - McGill Assest Management Company  
**Junior Financial Analyst**

Princeton, NJ  
Summer 2005

- Generated research reports on newest technologies such as bandwidth trading and data storage.
- Assisted analysts in one-on-one presentations.
- Updated company financial statement.
- Developed understanding of the heigh-yield, fixed income market.

### PROFESSIONAL EXPERIENCE

Commerce Bank Corp.  
**Assistant Branch Manager**

Mount Laurel, NJ  
June 200 - Aug. 2005

- Arranged schedules of platform customer service representatives
- Coordinated the reorganization and function of the safety deposit section
- Rated number one in opening new checking accounts during a three month period
- Promoted to Assistant Manager after only six months as Bank Trainee