

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

Camden, NJ

MBA, Concentration Finance

May 2006

GPA 3.86

Courses completed:

Portfolio Risk Management

Venture Capital & Private Equity

Corporate Financial Policy

Global Strategic Management

Energy Markets & Contracts

Financial Accounting

Corporate Risk Management

Global Trade & Competition

Seton Hall University

South Orange, NJ

B.S. Management, Graduate Cum Laude

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 Asset Management Company

Princeton, NJ

Junior Financial Analyst

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 high-yield, fixed income market.

PROFESSIONAL EXPERIENCE

Commerce Bank Corp.

Mount Laurel, NJ

Assistant Branch Manager

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