# Резюме выпускника MBA (без опыта работы) (англ.)

 RICHARD SIZEMORE

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12345 Street Name Ave., Baltimore, MD, 11111

Phone... Mobile... Email...

### Financial planner (analyst)

### Qualification profile:

Dynamic professional poised to leverage education and experience toward launching a successful career as a Financial planner or Analyst with a company seeking an articulate team player committed to supporting company objectives.

A. Financial analysis:

Monitor and track trading details to understand market changes and plan personal investment strategies to maximize price benefits and minimize risk factors.

B. Communication and presentation:

Exceptional interpersonal skills. Handle sensitive matters with tact poise and diplomacy. Communicate and interact well with individuals at all levels.

C. Computers and administration:

Proficiencies include Microsoft Office, Quickbooks, internet research and applications.

### Education:

Bachelor of Arts degree in business (anticipated 12/2006), Baltimore community college, specialization - finance (GPA 3.0) Associates of Arts degree (2005), Baltimore community college.

### Professional experience:

Baltimore community college:

Student. Enthusiastically pursuing university' business and finance programs.

Completing education in financial analysis, financial investments, financial institutions and markets, options and futures, investment analysis, financial management and accounting.

### Watford Group:

 Assistant manager 02/2003 - 11/2005

Assisted management in operations, maintenance, administration and improvements. Planned, scheduled and coordinated general maintenance, major repairs, remodeling and construction.

Participated in fiscal accounting and preparation of financial budgets and forecasts. Obtained valuable hand-on business and finance experience in the real estate industry.

Источник - "Резюме, характеристики, рекомендации", "Налоговый вестник"

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