

Felicia Finance

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OBJECTIVE: Obtain an entry-level consulting position within the public sector practice. Open to relocation.

EDUCATION:

Financial Economics, B.S., University of Maryland, Baltimore County (UMBC) December 20xx
Minor in Writing; Certificate in Communications and Media Studies
GPA: 3.45/4.0; GPA last three semesters: 3.83/4.0

SKILLS:

Computers: Microsoft Word, PowerPoint, Excel, Project and Visio; Savvion Process Modeler

Languages: Fluent in Spanish

Interpersonal: Experience working with groups using leadership, effective communication, teamwork and collaboration. Strong work ethic, analytical skills, self-motivated, result-oriented, and creative.

EXPERIENCE:

BearingPoint, Inc.

June 20xx-Present

Junior Associate, Public Sector

Washington, DC

- Developed and presented brown bag session: Introduction to Savvion
- Collected data for the weekly CFO briefing to the Assistant Secretary, Department of Homeland Security
- Gathered information, researched industry standards, and ran tests to verify validity of pricing tool
- Helped develop and push initiative for combining and augmenting current databases to create a master file
- Set foundation for master database file by collecting documents and verifying data against current records
- Participated in weekly forums charged with developing and implementing an automated routing system
- Created organizational charts and business process models for employee easy reference

Porter Novelli

June 20xx-August 20xx

Public Relations Intern

Washington, DC

- Assisted in radio vignette and press release writing
- Conducted media pitching for events and promotions including Merck/Schering-Plough's Two Sources
- Developed marketing and operational strategies for American Cancer Society's World Conference
- Carried out day-to-day administrative duties such as maintaining and developing media and contact lists
- Researched internet for editorial and new business opportunities

Accountable Mortgage LLC

December 20xx-June 20xx

Administrative Assistant

Bethesda, MD

- Composed company's marketing correspondence
- Researched public records to collect potential customer data
- Reviewed and edited company documents
- Developed and maintained electronic documentation and databases

Charles W. Gilchrist Center for Cultural Diversity

June 20xx-January 20xx

Cultural Ambassador Volunteer

Wheaton, MD

AWARDS:

President's List: Fall 20xx
Dean's List: Spring 20xx, Fall 20xx
The President's Student Service Award (2003)

ACTIVITIES:

Hispanic Latino Student Union at UMBC (HLSU)

January 20xx-Present

Public Relations Chair

Baltimore, MD

- Led and collaborated with small team to design and execute promotions for events
- Designed innovative advertising materials for events
- Participated in fundraising for HLSU and local charities