JOHN SMITH

500 San Gabriel #2104

Austin, TX 78705

512.444.3333 ~ js12345@gmail.com

# EDUCATION

**B.A., Economics** (Economics Honors Program)May 2011

The University of Texas at AustinGPA 3.8

Certified Business Foundations: UT McCombs School of Business

# RELEVANT COURSEWORK

*Economic Theory: NYSE,* UT AustinSpring 2010

* Researched and analyzed types of financial derivatives available on the New York Stock Exchange
* Analyzed rules and regulations created by the Securities and Exchange Commission
* Wrote policy paper detailing analysis of NYSE futures and options

*Money and Banking*: Stock Market Development, UT Austin Fall 2009

* Researched and analyzed the determinants of stock market development, focusing on strong correlation between stock market and financial intermediary development
* Wrote research paper showing that determinants of stock market development can also indirectly contribute to the development of the economy
* Created and delivered a PowerPoint presentation to 100+ students detailing analysis of the paper

# RELEVANT EXPERIENCE

**The Bank of New York, Inc.**New York, New York

*Relationship Management Intern* Summer 2010

* Researched legal information on custodian, fund accounts, transfer agency and foreign sub-custodial agreements
* Created an on-line filing system of all pertinent Mutual Fund data
* Developed an index of investor charges through investigation and research of fee schedules
* Systemized and formatted all dates of legal compliance agreements
* Originated procedures for more efficient operation in the department
* Interacted daily with senior level management

**Merrill Lynch**  Austin, Texas

*Private Client Intern*  Spring 2010

* Analyzed fund management performance by conducting research of 100 NYSE companies
* Marketed to existing and prospective clients, solicited and developed new clientele, and managed client contact
* Provided financial solutions to high-net worth individuals, as well as small to mid-size businesses

**A.G. Edwards** Austin, Texas

*Broker’s Assistant* Fall 2009

* Monitored back office clearance of stock transactions
* Conducted research of NYSE companies for profitability determination
* Managed account database of 5000+ records for easy and up-to-date access by brokers
* Increased clientele by over 20% through professional cold calls

# SKILLS

*PC Experience*: Word, PowerPoint, Excel, Outlook, WordPerfect

*Research & Analysis*: Bloomberg, Hoover’s, LexisNexis and Times Series Processor

*Language:* Intermediate Spanish