

FIRST LAST

(555) 555-5555 • FIRST.LAST@GMAIL.COM
1234 N STREET ST, PHILADELPHIA, PA 19XXX

EXPERIENCE

The Bank of New York Mellon

Accountant

Wilmington, DE
Aug 2012-Present

- Process fixed income, currency, and derivatives trades, ensuring accurate accounting entries for BlackRock funds
- Reconcile positions, resolve trade discrepancies, and confirm daily valuation of holdings
- Confirm pricing, interest accrual, and characteristics of securities via Bloomberg terminal and pricing vendors
- Designed Visual Basic macros, improving processes, reducing errors, and saving 90 working hours per month
- Implemented macros across team for accurate recording of currency, fixed income, and derivatives trades

United States Marine Corps Reserve

First Lieutenant, Logistics Officer/Project Manager

Red Bank, NJ
Jun 2015-Present

- Manage 52 team members providing supply chain, transportation, maintenance, and other services to 450 personnel
- Coach and develop team members by developing training plans and evaluating individual and team performance
- Forecast logistics requirements and coordinate with governmental agencies to facilitate training and operations
- Lead staff meetings coordinating planning and operations for five geographically-dispersed units
- Prepare and give briefs and presentations to senior officers, advising on logistics matters

United States Marine Corps

First Lieutenant, Assistant Logistics Officer/Budget Officer

United States/Romania
Feb 2013-Jun 2015

- Independently audited and saved \$6.1 million in procurement overcharges overlooked by auditors
- Received accolades from general officers and recognized with meritorious commendation award
- Planned and managed three multinational projects in Romania and Bulgaria, organizing and leading 56 junior staff
- Liaised with international officials to coordinate logistics operations in Eastern Europe
- Developed curriculum for and led bilateral leadership seminar for Romanian military
- Planned the movements of 2,300 personnel and 454 tons of cargo across six European nations
- Identified, investigated, and resolved maintenance and budgetary data discrepancies
- Proactively optimized asset visibility and materiel readiness of \$50 million of equipment
- Recommended for promotion ahead of peers
- Personal Awards: *Navy and Marine Corps Commendation Medal*

United States Marine Corps

Trainee/Officer Candidate

Philadelphia, PA
2010-2013

- Served as pool leader, training peers to improve physical fitness for rigorous selection process
- Assisted Officer Selection Officer in campus recruiting and fitness events

Sodexo

Manager, Temple University Student Food Court

Philadelphia, PA
2006-2010

- Managed over 120 employees at campus food court with annual sales of \$12 million
- Built strong customer service, resolved customer concerns, and coordinated catering for student events
- Supervised food preparation in commercial kitchen feeding a 30,000 student population

Checkers

Manager

Philadelphia, PA
2004-2007

- Managed inventory, maintained sales records, and reconciled deposits at restaurant with annual sales of \$1 million
- Maintained labor costs lower than 15% of sales through accurate projection-based employee scheduling

EDUCATION

Temple University

Bachelor of Business Administration, Finance

Philadelphia, PA
2008

- Minor: Economics GPA: 3.67 Major GPA: 3.81
- Honors: *magna cum laude*; Beta Gamma Sigma Honor Society
- 2nd place, Temple University Business Policy Case Competition