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Billy Bluejay

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123-456-7890

Omaha, NE

Summary Statement:

Pursuing a college degree with experience interning in policy, economics, fraud, and financial crimes. Passionate about safeguarding the country against financial exploitation and international money laundering. Strives for a career with the FBI to make a difference in not only the Omaha community but the nation.

Professional Skills:

Education

- Creighton University, Heider College of Business – Omaha, NE
- Bachelor of Science in Business Administration –Economics Major
- May 2018
- GPA: 3.71

Skills

- Salesforce
- Fiserv
- Microsoft Office Suite

Work Experience:

Fraud/Financial Crimes Intern, May 2016, August 2016-Present

First National Bank, Omaha, NE

Salary: \$15.00 (hourly)

Job Type: 16 hours per week, internship

Supervisor: Jane Doe, (402) 123-4678

- Monitor financial transaction for fraud, money laundering, or other financial crimes.
- Investigate the transaction to determine if the activity is suspicious and a further investigation needs to ensue.
- Evaluate OFAC restricted countries in order to provide extra due diligence for the bank.

Policy/Coalitions Intern, June 2016-August 2016

Charles Koch Institute and State Policy Network, Washington, D.C.

Salary: \$4,500.00 (Stipend)

Job Type: 40 hours a week, summer internship

Supervisor: Jane Doe, (402) 123-4567

- Assisted in policy research to convey information to state-based think tanks so they can enact change.
- Conducted database management to update information from coalitions across the country.
- Participated in weekly seminars and book discussions on economics and philosophy to gain a better understanding of the free market system.
- Completed the *Unsung Hero Award* compilation and served as a point of contact on the project that awards \$25,000 to an unsung hero from across the country at the Annual Meeting.

Special Project Intern, November 2015-May 2016

Creighton University School of Pharmacy and Health Professions, Omaha, NE

Job Type: 16 hours per week, internship

Supervisor: John Doe, (402) 123-4567

- Assisted in researching geographic areas for housing to update old records.
- Created surveys to distribute to the student body to gain information on housing to determine the average data to update old records on the website.
- Compiled data in a system that will track student performance trends over time and analyze them to determine areas of weakness that can be used to help students improve.

Line Lead/ Packer and Receiving, June-August 2015, May-August 2016

EduKit Inc., Colorado Springs, CO

Job Type: 40 hours per week

Supervisor: Jane Doe, (402) 123-4567

- Organized the necessary paperwork to ship the school kits by communicating with the managers, shipping, and expediting departments to ensure that every order was on track to being completed on time.
- Received and tracked hundreds of thousands of dollars in inventory, which was converted into millions of dollars in product.
- Communicated in person and through excel, QuickBooks, and email with purchasing department about what materials were incoming and future schedules.

Activities:

- Gail Werner Robertson Research Fellow (August 2016-Present)
- Alpha Kappa Psi Business Fraternity—Master of Rituals (August 2014-Present)
- Heider College of Business Dean's Fellows (2014-Present)
- Politics, Philosophy and Economics Reading Group (January 2016-May 2016)
- Pre-Law Learning Community (August 2015-December 2016)
- Welcome Week Mentor (2015-Present)
- Youth Symphony-French Horn Player (2009-2014)

Service and Honors:

- Freshman Scholar – earned a 4.0 GPA (2014)
- Dean's Honor Roll for Service and Justice – completed 24 hours of community service per semester (2014-2016)
- Dean's List (2014-2016)
- Organized Make-A-Wish Letter Drive (November-December 2015)