

Christopher E. Owen

(123) 456-7890 • C.E.O@gmail.com • linkedin.com/in/chriseowen

EDUCATION

Brigham Young University

Bachelor of Science in Finance

Minor in Spanish

- GPA 3.87
- Full-Ride Academic Scholarship
- Member of Finance Society, Pre-Management Club, Business Strategy club
- Relevant Coursework: Principles of Finance, Principles of Accounting, Statistics, Essentials of Calculus, Investments, Fixed Income Analysis

Apr 2019

Provo, UT

Dixie State University

Associate of Science in Business

- GPA 4.0
- Full-Tuition Academic Scholarship
- Member of Finance and Accounting club

Apr 2016

St. George, UT

EXPERIENCE

Goldman Sachs

Intern

- Mastered various accounting software, such as ProSystem fx Tax and Engagement, through the preparation of over 400 individual tax returns and 12 partnership tax returns
- Completed audit procedures for cash and accounts payable for 3 large companies with overall cash flows exceeding \$20,000,000
- Gained proficiency in Microsoft Excel through preparing and analyzing 8 financial spreadsheets
- Increased efficiency through organizing and scanning over 700 documents into electronic folders

Sep 2017-Present

Provo, UT

Art Trolley Cafe

Budget Analysis

- Tracked trends in client revenues, improving profit for 10 clients by 18%
- Recommended and implemented innovative solutions to clients' problems
- Initiated executive job shadow program; facilitated shadowing for over 30 interns • Drafted quarterly executive summary and monthly reports for team of 50
- Addressed client needs; corresponded and communicated with executives, peers and clients to meet and exceed client expectations

Aug 2016-Sep 2017

Springville, UT

Yogurtland

Shift Lead

- Balanced and supervised multiple cashier drawers of 250+ dollars per day on a weekly basis during periods of high traffic
- Delegated work to associates to ensure that the store was performing in a businesslike manner
- Maintained customer satisfaction by addressing problems and keeping the store operating effectively
- Managed 5+ other workers to

Aug 2012-Jul 2014

St. George, UT

VOLUNTEER EXPERIENCE

Church of Jesus Christ of Latter-day Saints

Volunteer Representative

- Designed, conducted, and instructed training meetings for 120+ leaders and representatives
- Established and met long- and short-term goals with groups of 20 representatives
- Planned and delivered 20+ weekly lessons on life skills and behavioral habits
- Counseled representatives in 60+ regions on increasing teaching abilities and time-use effectiveness

Jul 2014-Jul 2016

Durban, South Africa

SKILLS AND INTERESTS

- Fluent in Afrikaans (Reading, speaking, written)
- Eagle Scout: Refurbished 1000+ toys for needy children in the community
- AED certified, Financial Modeling Certification
- Hobbies: Rock climbing, rugby, watercolor painting, and racquetball