

# PREP YOUR PATH RESUME SAMPLE

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## PROFILE

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College senior and policy management major with financial operations experience at an investment management firm. Demonstrated ability to reach goals by using leadership, communication, analytical, teamwork, and goal-setting skills acquired through college student-athlete and professional experience.

### *Skills, Competencies, and Personal Qualities*

Critical Analysis, Fund Accounting, Financial Transactions Reporting, Financial Reconciliations, Accounting Transactions, Internal Auditing, External Auditing, Process Management, Time Management, Attention to Detail, Integrity, Initiative, Microsoft Word, Excel, and PowerPoint

## EDUCATION

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**Williams College**, Williamstown, MA May 2020  
BA in Policy Management, GPA: 3.24; Concentration in International Business Management (INBM), GPA: 3.48

- *Related Courses:* Financial Accounting, Integral Calculus, Statistics, Finance, Marketing, Microeconomics, Macroeconomics, Fundamentals of Business

## FINANCIAL SERVICES EXPERIENCE

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**Guggenheim Partners, LLC**, New York, NY Summers 2018 and 2019  
Helped optimize business operations and planning by processing financial accounting statements and transactions at a global investment and advisory firm with more than \$275 billion in assets under management.

*Fund Accounting Intern* June 2019—Aug 2019

- *Operations:* Ensured accurate and efficient reconciliation of positions across assigned portfolios
- *Analysis:* Resolved breaks, identified root causes, and expedited resolutions to internal and external parties
- *Auditing:* Prepared audit confirmations and invoices to service providers
- *Reporting:* Ensured that Schedule K-1 statements were compiled and updated accurately and efficiently
- *Client Services:* Enhanced client account management processes by improving trial balance databases
- *Administration:* Assisted with internal and external ad hoc requests, special projects, and other duties

*Corporate Accounting Intern* July 2018—Aug 2018

- *Budgeting:* Reconciled trial balance accounts and cash deposits daily
- *Administration:* Input Guggenheim Private Investment Management Security Journal Entries and bank transactions

## LEADERSHIP EXPERIENCE

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**Williams College**, *Men's Varsity Squash Team Member (20-30 hours/week)*, Williamstown, MA 2017—Present  
Represented the school, and developed teamwork and time-management skills by training and competing.

- *Awards:* Most Improved Player Award (2019); Academic Excellence Award (2019)

**Independent Work**, *Squash Instructor (5 players)*, Darien, CT Summer 2017  
Developed skills and personal qualities in young players, including sportsmanship, discipline, and teamwork.

**King School**, *Boys Varsity Squash Team Member (15-20 hours/week)*, Stamford, CT 2012—2016  
Represented the school, and developed teamwork and time-management skills by training and competing.

- *Awards:* Most Valuable Player Award all four years (2012—2016)

**Chelsea Piers Summer Sports Camps**, *Counselor and Squash Instructor (20+ campers)*, Stamford, CT Summer 2016

**Squash Haven**, *Instructor (20+ underserved players)*, New Haven, CT 2012—2016

**Norwalk Grassroots Tennis & Education**, *Instructor (20+ underserved players)*, Norwalk, CT Summers 2013—2015

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Date: October 2019