**Kelly R. Jones**

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kellyjones@example.com

**Objective**

 Financial analyst position with a major brokerage house.

**Summary**

* Trading internship with Dain Bosworth in Minneapolis
* Magna Cum Laude graduate with BBA in Finance
* Proficient with MS Office, IBM Lotus Notes, Windows and the Internet

**Education**

 **Bachelor of Business Administration in Finance, May 2023**

 **Illinois State University, Normal, Illinois**

 Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

 **Courses included:**

 Security Analysis and Theory Financial Markets and the Economy

 Options and Futures Markets Cases in Financial Management

 Financial Analysis International Finance

 Managerial Finance Managerial Economics

**Experience**

 **Trading Internship, June 2022-August 2022**

 **Dain Bosworth, Minneapolis, Minnesota**

* Worked on the floor of the NASDAQ trading department in support of stock traders
* Responsible for development of morning corporate briefing for head traders
* Analyzed and presented developing news stories to traders throughout the business day
* Implemented continuous Internet update system for news delivery of selected companies to the trading floor

 **Accounts Payable/Bookkeeping Clerk, June 2020-Present**

 **Anytown Tax and Bookkeeping Service, Anytown, New York**

* Assisted (via remote) with payroll, tax, and account processing
* Developed automated monthly sales tax payment system
* Implemented Rapid Tax Refund service for individual customers

**Activities**

* Vice President, Finance Club, 2022-2023
* Co-chair, Mock Stock Market, 2021-2023
* Secretary, Beta Gamma Sigma honors society, 2022-2023

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