WILL SMITH

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111 Beverly Hills Street • Austin, TX 78712 • (512) 555-9999

EDUCATION

The University of Texas at Austin — Bachelor of Business Administration, Finance — May 2010
Minor: Management Information Systems
Overall GPA: 3.25 Major GPA: 3.50

EXPERIENCE

Paramount, Inc. – *Summer Intern*; Austin, TX — Summer 2008

- Maintained quarterly operating budget of approximately $50,000 for costume department
- Prepared 25 detailed financial reports for upper management

IBM – *Financial Intern*; Austin, TX — Fall 2007

- Updated six productivity reports regarding orders, shipments, revenues and margins on a daily basis
- Reduced shipment down-time by 25% allowing orders to increase by 30% for all Southwest
- Analyzed inventory monthly

ACADEMIC PROJECTS *(optional)*

UGS 302: Leadership, Ethics, and Non-Profits — Summer 2010

- Created blogs for a non-profit organization called "Save and Keep Pets Alive" to save the lives of many animals from being killed and increase adoption
- Saved the lives of two dogs by providing care and securing a new home through writing a successful blog

Brass Ring Program Intern – *Client: Texas Instruments* — Summer 2006

- Examined and validated the reverse logistics processes
- Recommended changes to the plant layout to improve efficiency
- Suggested new recycling options that would reduce annual costs by $12,500

LEADERSHIP EXPERIENCE AND ACTIVITIES

University Finance Association*, Vice President* — Fall 2007 - Present

- Assist president with organizational planning
- Oversee two week recruitment process and pledging ceremony for prospective members
- Increased membership by 20%

Undergraduate Business Council*, B.E.S.T. Committee Member* — Fall 2007

- Planned activities for incoming freshmen that helped them become acclimated with McCombs

Leadership Program*, Second Year Cohort* — Fall 2006 – Present

HONORS

- Outstanding College Students of America — Fall 2008
- America University Honors – Four semesters — Fall 2006 – Spring 2007

ADDITIONAL INFORMATION

Computer Skills: MS Word, Excel, PowerPoint, Access, PageMaker, SPSS, Dreamweaver
Languages: Fluent in Spanish
Interests: Intramural sports, chess (optional)
Work Status: US Citizen, Permanent Resident, or Temporary Work Authorization (F-1 or J-1)