

Charles Legal Studies/Business Management

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Possess unusual blend of financial analysis skills with solid foundation of legal and business management knowledge in the securities industry, including financial statement reconciliation. Attentive to detail and enjoy working in a team oriented environment.

EDUCATION: **National University**, New York, NY
Bachelor of Science, May 2010
Legal Studies and Business Management
GPA: 3.2 overall/3.55 in Junior and Senior years

EXPERIENCE: **Portfolio Management Intern**, September 2009 - Present
Gunderson Financial Group, White Plains, NY

- Assisted in providing portfolio management services to 125 clients
- Performed internal account reconciliation of money market accounts
- Conducted return on investment analyses and developed first draft of portfolio recommendations based on office policies and strategies

Legislative Intern, September 2008 –August 2009
Office of Senator Harrison Millwood, New York State Senate

- Served as proxy for Senator Millwood during 20 committee hearings
- Developed responses to more than 100 constituent inquiries
- Researched prospective bills for co-sponsorship

Legal Assistant, September 2007 –August 2008
Westchester County District Attorney, Brooklyn, New York

- Created screening sheets and complaints for 200 cases
- Interviewed witnesses and eyewitnesses and defendants
- Expedited the arraignment process in 57 cases

ACTIVITIES:

- Habitat for Humanity, Bronx, New York, *Volunteer*
- CourtWatch NOLA, *Volunteer*
- Moot Court Team
- Alpha Kappa Psi Professional Business Fraternity, Secretary

SKILLS & CERTIFICATIONS: Microsoft Certified in Excel & Access; QuickBooks

INTERESTS: Chess, Piano, Mountain Biking, Fluent in French