**Chris Griffin**

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**SUMMARY**

Focused and dedicated student seeking a financial internship at XYZ Company in order to expand my knowledge in the field of finance while contributing my established analytical and organizational skills to the company.

**EDUCATION**

Chestnut Hill College, Philadelphia, PA

*Bachelor of Science in Business Administration and Management* May 20xx

GPA: 3.5

* Related Coursework –Financial Strategies, Economics I & II, Accounting

**BUSINESS PROJECTS**

*Financial Strategies,* Chestnut Hill College, Spring 20xx

* Created an advertising campaign for the Chestnut Hill College Admissions department.
* Developed various strategies to increase visibility and reduce costs in the community. Ideas have

been used with the Admissions department.

* Demonstrated the ability to work as part of a team, while also taking on a leadership role as

coordinator of in-class presentation. Received an A for the project.

**LEADERSHIP ACTIVITIES**

*Business Club*, Chestnut Hill College

Member, Fall 20xx - present

* Create financial plans to meet the needs of various departments and student groups.
* Attend bi-weekly meetings to discuss marketing topics.

Admissions, Chestnut Hill College

*Orientation Leader*, August 20xx - present

* Planned and coordinated campus orientation events for incoming first year students.
* Assisted faculty in teaching the Welcome to Chestnut Hill College (WCHC) Seminar.
* Researched and presented topic on developing effective study skills to students.

Griffin Student Leadership Institute, Chestnut Hill College

*Emerging Leaders Program*, Spring 20xx

* Participated in numerous workshops that enhanced knowledge in areas such as communication,

conflict resolution and teamwork.

* Presented team project at Conference that included the results of a fundraiser for a local charity.

**WORK EXPERIENCE**

*Basketball Coach*, Springfield YMCA, Springfield, PA, Summer 20xx-20xx

* Instructed students on the fundamentals of basketball and team-work.
* Organized events and activities for all camp members.

**SKILLS**

* Client Relationship Management Software (CRM)
* Microsoft Office Suite; Excel Certification