Gina Griffin

linkedin.com/profile/sample | G555@email.wm.edu | 555-123-4567

EDUCATION

Bachelor of Business Administration | Major: Business Analytics, Data Science Emphasis   **Expected May 20ZZ**
William & Mary | Raymond A. Mason School of Business | Williamsburg, Virginia
GPA: 3.6   **Honors and Awards:** Alpha Lambda Delta Honor Society, Dean's List, 1693 Scholarship

EXPERIENCE

DataCorp | Statistical Research Intern | Herndon, VA   **May - July 20YY**
· Utilized SPSS to complete data analysis projects for healthcare and manufacturing industries
· Collaborated with team of three interns to present preliminary data models and statistical projections to clients
· Analyzed over 30 research reports from academic journals and presented findings to supervisors

Statistics Inc | Strategy and Analysis Intern | Richmond, VA   **May - July 20XX**
· Completed over 10 hours of on-site training for in-house, cloud-based data storage software
· Drafted 500-word research briefs to accompany Excel workbooks for senior leadership team
· Appointed team leader for sub-group of 10 high-performing interns
· Strengthened communication and analytical skills by preparing slide decks for team project meetings

TV Show| Marketing and Media Extern | New York City, NY   **January 20WW**
· Applied and accepted to two-day intensive shadowing program with alumni mentor
· Observed project team meetings and client pitch rehearsals from the media markets team
· Recorded notes on 16 hours of individual observations and supervisor interactions

LEADERSHIP

Women in Business | Vice-President | College of William & Mary   **Fall 20WW - Present**

Finance Academy | Member | College of William & Mary   **Spring 20XX - Present**

Consulting Club | Member | College of William & Mary   **Fall 20XX - Present**

PROFESSIONAL DEVELOPMENT

***Training the Street* | Howard J. Busbee Finance Academy**   **Fall 20XX**
· Reviewed financial modeling and corporate valuation principles via two-day intensive training course
· Strengthened Excel skills by utilizing IRR and PRICE functions to complete valuation exercises

***Data Analysis Case Competition* | Access**   **Fall 20WW**
· Collaborated with 4-member team to analyze 7000+ line dataset and present findings to faculty and corporate judges
· Awarded second-place finish among highly-competitive 10-team field of sophomore and junior challengers

SKILLS

Advanced: MS Excel (Lookup & Reference Functions), Google Analytics
Proficient: SPSS, Python, and Stata
Developing: R**,** Tableau
Additional Interests: CPR certified, conversational Spanish speaker, recreational tennis player