

WAYNE J. MENENDEZ

20 North Street \$ Port Jefferson, NY 11777 \$ (631) 555-1111 \$ WayneJMenendez@riklanresources.com

JUNIOR TRADER | JUNIOR FINANCIAL ANALYST | PORTFOLIO JUNIOR ASSISTANT

Recent graduate who is passionate for investments and possesses a willingness to learn and develop, as demonstrated by three years of successful personal trading.

PERSONAL SNAPSHOT

Highly motivated, determined, analytical, intelligent and responsible. Bi-lingual with interest in international travel. Possess strong interpersonal and intercultural skills and would be an asset interfacing with Latin American clients.

Future goals include: Pursue M.B.A. in Finance. Manage portfolio of investments. Analyze stocks and implement recommendations for employer.

Skills: Microsoft Word, Excel and PowerPoint.

Languages: Native Spanish, basic conversational French.

EDUCATION

Adelphi University, School of Business, Garden City, NY
Bachelor of Business Administration, Management, December 2008
Cum Laude, G.P.A. – 3.53

SPECIAL PROJECTS:

Advanced Management Financial Analysis – Integral part of research project management team relating to financial crisis and involvement of government, AIG, Bear Stearns and JP Morgan. Advanced detailing of returns and analysis of options activities as well as BETA/ALPHA stock analysis. Achieved A- for efforts in this quantitative finance course.

Options/Futures/Swaps – Conducted individual report on five stock options indicating fictitious purchasing of derivatives and analysis of profit/loss.

Investment Management Portfolio – Managed \$500,000 + in school funds to invest in individual stocks as agreed by class. Introduced fundamental and technical analysis of Johnson and Johnson and Quest Diagnostics.

Restaurant Management – Participated in class project of operating onsite restaurant. Performed responsibilities as head treasurer in charge of modeling and forecasting sales. Tracked sales, managed expenses and achieved 80% ROI.

Applicable Coursework

- Advanced Financial Analysis
- Options, Futures and Swaps
- Micro/Macroeconomics
- Negotiations
- Investment Portfolio Management
- Organizational Behavior
- Managerial Accounting
- International Marketing

PAYING FOR EDUCATION

STAPLES, Commack, NY
Assistant Supervisor
Entry-Level Salesperson

2005-Present
2006-Present
2005-2006

Key Accomplishments

- Utilized strong interpersonal skills to effectively communicate company goals, expectations and progress through performance worksheets.
- Trained sales associates to ensure comprehension of products and business model.
- Achieved highest-level sales representative with supervisory tasks and responsibilities.
- Ranked as second highest department sales associate; dedicated to showcasing superior products and services offered.

Project Notes:

Wayne was an enthusiastic, bright new graduate with a very clear direction. Money. He wanted to make it for himself and show his future employer that he could make it for the company. He worked his way through college which we felt lent itself to its own category and chose to explain this as a header. We wanted money to be on the mind of the reader, so we added a hint of green and dollar signs where we felt was appropriate and made it very clear from the beginning what types of positions he hoped to procure.

His direction is clear and his entrepreneurial spirit is highlighted by pointing out his personal trading experience and then further demonstrating his success in special projects.

We chose to keep the fonts simple for scanning purposes and added flare with color and small caps.

Our goal was to have a unique résumé that would stand out, but not too unique where it could scare off the traditional reader. We feel we were successful in our goals as confirmed by several interviews and procurement of an entry level position.

SAMPLE