

# John Smith

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## **Experienced Excel User – Skills and Functions** (*added extensive excel section to prevent blank resume*)

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- Complex lookups and string manipulation (index/match, x/vlookup, left/right, textbefore/after, search (with multiple parameters {}), mid, concat, textsplit, trim, len, proper, rept, value/--, “?\*”, nested formulas)
- Pivot table reports/functions (splicer, show values as, calculated field)
- Conditional, array, and other formulas (if/s, sumif/s, and, or, sumproduct, unique, filter, sort/by, indirect)  
(*Should I boil this down to just a few important skills, i.e. x/vlookups, pivot tables, and nested formulas?*)

## **EDUCATION**

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### **New York University, Leonard N. Stern School of Business**

**New York, NY**

*Bachelor of Science in Finance*

2023

- **Cumulative GPA:** 3.37/4.0
- **Relevant Coursework:** Financial & Managerial Accounting, Equity Valuation, Credit Risk, Corp. Finance, Debt Instruments and Markets, Accounting-Based Valuation, Financial Statement Analysis, Foundations of Finance (*This changes based on the job I'm applying to, normally it's one line of relevant courses*)

## **PROFESSIONAL EXPERIENCE & PROJECTS** (*more excel stuff or my resume would be blank*)

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### **Personal Computer Builder Interface Development** (*how do I make this less obnoxious*) **New York, NY**

*Spreadsheet Creator*

2023 – Current

- Implemented dynamic, dependent drop-down lists for PC part compatibility and data expandability, resulting in a 70% decrease in user error and automated updates of all drop-down lists upon addition of new parts
- Improved cost-efficiency of PC builds by integrating both a price-to-performance comparison feature, and a CPU-GPU pairing recommendation system based on performance matching, dropping overall costs for users by 28% on average, and maximizing value for their investment
- Enhanced user understanding of PC components by adding explanatory notes for each part selection field, saving over 40 hours of research time per user and increasing confidence in part selection

### **Brokerage Y**

**New York, NY**

*Broker Intern*

2019

- Developed relationships with 2 new clients through cordial, concise phone calls, enhancing business conversation skills and trust in the brokerage
- Created and maintained a comprehensive spreadsheet for 2000+ clients, cutting client detail retrieval time by 20% and reducing problem resolution time in customer support by 10%

### **Company X**

**New York, NY**

*Administrative Assistant*

2019

- Accurately searched, read, and documented over 4000 emails for evidence in a paralegal case
- Streamlined collaboration with evidence file guidelines, reducing input times by 20s and enhancing readability

## **EXTRACURRICULARS**

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*(Removed one entry for anonymity)*

### **Camp Z**

**Somewhere, USA**

*Camp Counselor*

Summer 2015 – 2017

- Enriched camp experiences for 3 children with disabilities through activities like canoeing, horse riding, and archery, and fostering a personal connection through attentive listening, engaging conversations, and humor
- Received commendation for superb care and attention; reassigned to special unit that supports other counselors

## **SKILLS & INTERESTS**

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**Skills:** AHK, AutoIt, Google Suite, Microsoft Office (Word, PowerPoint, Intermediate Excel Proficiency)

**Interests:** Origami, Cooking, Optimizing City-Builders, Food, Hardware, NFL (*Does anyone read this? Should I remove it for a section of my high school education or something instead?*)