John Smith

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

- 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

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*)

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

(*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

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?*)