# PHIL N. NAIM

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## EDUCATION

### University at Buffalo, The State University of New York (UB)

#### Bachelor of Arts in Communication, Expected: May 20XX

* Micro credential: Communication Campaigns
* Honors College, GPA: 3.7/4.0, Dean’s List, Fall 20XX, Fall 20XX
* Relevant Electives**:** Financial Accounting, Statistic Decisions in Management, Corporate Finance

## MANAGEMENT PROJECTS

### Young Women Empowerment Conference, Buffalo, NY

#### Event Developer, May 2017

* Created and executed a 2 day conference at Leonardo da Vinci High School alongside a team of 5 peers
* Educated 70 students on the meaning of women empowerment and facilitated a positive learning environment
* Grew the number of participants by 50% over the course of two days

## BUSINESS & MARKETING INTERNSHIPS

### J.P. Morgan- Investment Bank, New York, NY

#### Corporate Client Banking/ Leveraged Finance Summer Analyst, Month 20XX – Month 20XX

* Developed pitch materials for companies with domestic and international operations and revenue over $500m
* Conducted industry research and peer benchmarking, and created marketing materials for clients
* Participated in a summer project pitching 2 financial solutions for a Fortune 500 company to management
* Received a full-time offer to continue to serve as an analyst following undergraduate experience

### Aura Funding, Melville, NY

#### Finance and Marketing Intern, Month 20XX – Month 20XX

* Generated SEO-friendly content, updating and creating Aura landing page during the company rebranding
* Published 20 finance blog articles, “Discover Aura Above and Beyond the Office”
* Implemented marketing campaigns targeting potential customers, increasing client base by 15%
* Performed competitive research and analysis to gain further insight within the field of financial services

## LEADERSHIP EXPERIENCE

### School of Management Career Resource Center (CRC), UB, Buffalo, NY

#### Student Assistant/Career Ambassador, Month 20XX – Month 20XX

* Led and organized presentations for audiences up to 200 students to highlight CRC features
* Designed marketing materials and dedicated 6 hours a week to performing office hours

### Career Services, UB, Buffalo, NY

#### Career Peer Advisor, Month 20XX – Month 20XX

* Consulted with up to 15 students daily on resume writing, cover letters, and other skills related to the job search process for both internship programs and career opportunities on a personalized basis
* Delivered informational presentations for student organizations and clubs to increase office attendance

### Leadership House, UB, Buffalo, NY

#### Leadership Mentor, Month 20XX – Month 20XX

* Selected as a mentor for current members for successful curriculum completion and leadership potential

## SKILLS & AFFILIATIONS

*Language*: Fluent in Cantonese, intermediate proficiency in Spanish, and basic Mandarin

*Technical* *Skills*: Microsoft Excel, Word, Access and PowerPoint

*Affiliations*: SEO Career (Current), Tour Guide for the Office of Admissions at the University at Buffalo (Month 20XX – Month 20XX), and Member of Buffalo’s Undergraduate Consulting Club (Month 20XX – Month 20XX)