

PREP YOUR PATH RESUME SAMPLE

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PROFILE

College sophomore and international business major. Experience in the oil & gas industry, including financial management. Ability to achieve goals and add value by using leadership, analysis, and communication skills, and a strong work ethic. Adept at client service and public speaking. Interest in human resources, recruiting, and information technology.

CORE SKILLS AND KNOWLEDGE

Oil & Gas Industry; International Business; Strategic Planning; Business, Office, Financial, and Information Management; Client Service; Program Development; Project Administration; Relationship Building and Management; Marketing; Event Planning; Journalism; Written and Oral Communication; Public Speaking; Presentations; Research; Analysis; Data Analysis; Reporting; Budgeting; Scheduling; Calendar Management; Excel Spreadsheets; Leadership; Teamwork; Organization; Time Management; Cultural Sensitivity; Native English and Spanish; Python; Microsoft Office

EDUCATION

University of St. Thomas, Cameron School of Business, Houston, TX Aug 2020 – May 2024
Bachelor of International Business; Minor in Latin American Studies; interest in mass communication
GPA 3.94; Rising Stars Scholarship; selected classes: International Studies, Business Communications, Ethics

University of St. Thomas, Mexico City, Mexico – Studies in Latin culture Mar 2022 – May 2022

Cristo Rey Jesuit College Preparatory School of Houston, Houston, TX Aug 2017 – May 2020
GPA 3.95; National Honor Society (for leadership and academics, four years); APs: Environmental Science, Spanish, English

PROFESSIONAL EXPERIENCE

Tudor, Pickering, Holt & Co., Intern, Houston, TX (part time, school year, 12 hrs/wk) Sept 2020 – Present
Develop financial advising skills to investors in the energy industry at an investment and merchant bank (\$1.9 billion AUM).

- *Strategic Planning*: Learn the fundamentals of the oil and gas industry, and the organization's goals and strategies
- *Business Management*: Acquire financial reporting knowledge, including balance sheet management skills

All Ages Driving School, Receptionist, Houston, TX (part time, school year, 15 hrs/wk) Aug 2021 – Present
Help offer the highest quality driver education and driver safety for teens and adults (five locations, privately held).

- *Client Service*: Provide excellent service and communication by scheduling appointments and maintaining client files

BakerHostetler, Administrative Intern, Houston, TX (part time, school year, 8 hrs/wk) Sept 2018 – May 2020
Helped clients around the world address complex business and regulatory issues at a top firm (revenues of \$500+ million).

- *Office Administration*: Maintained the day-to-day workings of the organization by assisting with procedures and tasks
- *Marketing*: Promoted the company by assisting the marketing manager with events and materials preparation

PO&G Resources, LP, Administrative Intern, Houston, TX (part time, school year, 8 hrs/wk) Sept 2017 – May 2018
Supported managers in the acquisition and exploitation of onshore oil in the US lower 48 (500+ wells, privately held).

- *Excel/Information Management*: Helped develop financial statements for accounting purposes by managing data

Baker Botts, Administrative Intern, Houston, TX (part time, school year, 8 hrs/wk) Sept 2016 – May 2017
Facilitated effective legal solutions at a law firm that serves energy and technology clients (revenues of \$846.5 million).

- *Office Administration/Communication*: Assisted lawyers by maintaining the library and managing legal materials

LEADERSHIP EXPERIENCE

Cristo Rey Jesuit College Preparatory School of Houston, Student Leader, Houston, TX Aug 2016 – May 2020
Contributed to all areas of student life, including athletics, community engagement, and service programs.

- *Key Involvements*: Track and Field Team, Manager; Yearbook, Editor and Photographer; Student Council, Ambassador; Journalism Club, Member; Investment Club, Member; Loaves & Fishes Soup Kitchen, Volunteer

Houston Baptist University, Python Coding Class Participant, Houston, TX June 2019

Camp Cho-Yeh, Leadership Program Participant, Livingston, TX June 2019

Girls Inc., Young Woman's College Preparatory Academy Program Participant, Houston, TX June 2019

St. Augustine Catholic School, Lector, Houston, TX (religious holidays) Jan 2015 – June 2016