

Susan Olson

101 E. McConnell Drive
Flagstaff, AZ 86011

FCB-CDO@nau.edu
(928) 523-1291

This is an actual student resume. The name and contact information have been changed!

Qualifications:

- Technical acumen: Microsoft Office, Bloomberg certified, Hyperion proficient and social media savvy.
- Ability to tackle a problem by using a logical, systematic, and sequential approach.
- Identifying what needs to be done and doing it before being asked or before the situation requires it.
- Strong written and verbal communicator, able to communicate at all levels.

Education:

08/12 – Present

Northern Arizona University

Flagstaff, AZ

Bachelor of Science in Business Administration

Major: Finance

Certificate: Investments

Expected Graduation Date: May 2017

Work Experience:

May 2016- Present

Financial Analyst

Flagstaff, AZ

Student Managed Investment Fund

- Presented original valuation analysis and investment recommendation for Novo Nordisk Corporation to portfolio advisors and managers. Resulted in the purchase of \$58,000 worth of shares, which now makes 5% of the ESG portfolio.
- Conducts research and qualitative analysis to capitalize on undervalued securities for a portfolio valued in excess of \$3 million.
- Funds reporting committee team member, responsibilities include communicating with and presenting to our client, the NAU Foundation.

Summer 2016

Arizona Public Service (APS)

Phoenix, AZ

Financial Business Operation Intern

- Determined the accurate monthly administrative cost to serve all APS district customers through a detailed cost analysis.
- Performed financial analysis and NPV estimations on capital investments such as building a new transmission line or renewing a lease on an existing project.
- Analyzed engineer's financial models and created solutions to reduce variances.
- Using Hyperion, reviewed 2015/2016 budgeted versus actual expenses and extensive journal entry look up for all fuel handling.
- Assisted in the completion of the 2017 budget by defining the sources of key data input.
- Developed a Finance department guidebook with, layman descriptions and cost elements for Transmission/Distribution projects. Guidebook is now used by analysts to aid modeling.
- Reviewed contractual agreements for all districts APS serves.

Summer 2015-
May 2016

Amazon

Flagstaff, AZ

Student Brand Ambassador

- Increased Amazon Student membership sales by 18% through events and activities.
- Responsible for all inventory ordering and budgeting for student promotions.

Summer 2014

Quicken Loans

Scottsdale, AZ

Mortgage Banking Intern

- Launched a charity event that raised \$18,000, and is now an annual event.
- Participated on a team that developed ideas to increase productivity, improve client servicing, and promote company culture.
- Audited client calls for quality assurance.

Related Experience:

August 2016-Present

The W.A. Franke College of Business

Flagstaff, AZ

Franke College of Business Ambassador

- Promote The W. A. Franke College of Business by providing tours to prospective students, alumni, and donors.
- Mentor to students, providing information and guidance for courses and professionalism.

Honors, Awards & Activities:

Academic Year 15-16

Passport to Writing Workshop: Awarded *Head Scribe* for having overall highest student score.

08/15 – Present

Investment Club

08/15 – 05/16

Order of Omega: Greek Honors Society

08/12 – 05/16

Gamma Phi Beta Sorority (Appointed Sister Social 01/13—1/14)