David Applicant

123 Main Street • New York, NY 10036 • (123) 555-0000 • david.applicant@noemail.com

Digital native adept at various software programs, with a strong background in math and communications.

BUSINESS/TECHNOLOGY EXPERIENCE

RAYMOND CHARLES, INC., Trenton, N.J.

**Real Estate Finance Intern,** Summer 2017

* Budgeted operating expenses and determined rent schedule through rent averaging process.
* Performed comparative analysis of operating expenses in Excel.

XYZ COLLEGE, Main City, N.Y**.**

**Computer Assistant**, Center for Information Technology Services, Spring 2016

* Answered students’ questions regarding issues with personal and school computers.
* Received award for excellent communication skills.

WALL STREET INVESTMENT ASSISTANCE, New York, N.Y. **Data Entry,** Winter Break 2016

* Requested and verified dividend reclassification information from fund company executives.

NEW YORK JOURNAL, New York, N.Y.

**Data and Systems Department Assistant,** Summer 2015

* Assisted computer operators with payroll and sales administration data encoded tapes.

OTHER EXPERIENCE

OFFICE OF RESIDENTIAL LIFE, XYZ College, Main City, N.Y.

**Resident Assistant,** 2013-2015

**Math Tutor / Grader, Mathematics Department,** 2014-2015

COMPUTER SKILLS

Proficient in HTML, PHP, SQL, CSS, Excel, Lexis/Nexis, Mathematicas, and Microsoft Office Suite as well as various accounting software programs.

EDUCATION

**Bachelor of Arts** (2018); GPA 3.81

XYZ College, XYZ Town, New York. Double Majors: Computer Science and Philosophy; Minors: Business *Cum laude*