

Sarah DePaul

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OBJECTIVE

Seeking an internship opportunity in corporate finance that will utilize my analytical and communication skills gained from my previous work and educational experience.

EDUCATION

DePaul University, Chicago, IL

Bachelor of Science in Business

Expected June 2017

Major in Finance

*First Quarter in Attendance

Harold Washington College, Chicago, IL

Associate in Applied Science

May 2015

GPA: 3.8/4.0

Dean's List, All semesters in attendance

INTERNSHIP EXPERIENCE

ABC Company, Chicago, IL

Finance Intern, Compliance Audit

March 2015 – May 2015

- Audited affiliate division testing 45 samples of employee business expenses in Columbus, Ohio
- Completed two additional areas of the audit, saving one week of expenses to be on-site
- Assisted financial audit department that was low on headcount on planning for next audit

XYZ Firm, LLP, Chicago, IL

Audit Intern, Financial Services

June 2014 – August 2014

- Led three engagements starting from planning to drafting audit report
- Advised client's senior management to correct 1.8% error on calculation of return on investment
- Assisted an audit team on the second largest client, \$33B in assets to meet audit deadline

OTHER WORK EXPERIENCE

Restaurant ABC, Chicago, IL

Hostess

June 2012 – December 2013

- Efficiently assisted 100 clients daily; increasing to 300-600 for weekend traffic at upscale restaurant in downtown Chicago, contributing to more than \$50,000 in monthly sales
- Collaborated with servers and managers for an efficient rotation of clients throughout shift and attended to special requests, such as planning and managing corporate events

ACTIVITIES & VOLUNTEER WORK

DePaul Student Finance Association, Member

September 2015 – present

- Gain in-depth knowledge of finance industry through networking events and job shadow opportunities

Center for Economic Progress, Volunteer Financial Coach

January 2014 – April 2015

- Provided counseling to 50 clients; completed 25 hours of formal training

Harold Washington College Student Government, Social Media Manager

September 2013 – May 2014

- Promoted 40+ events through social media; increased Facebook followers by 70% during first month in role

SKILLS

Language: Fluent in Spanish

Technical Skills: Experienced with Bloomberg, Microsoft Excel and PowerPoint