

Experience

Borders Books & Music

05/08-Present. Special Orders Clerk. Portland, ME

- Manage inventory, returns, and special orders for large bookstore with 45 employees and 15,000 square feet.
- Hired as bookseller, promoted to Special Orders Clerk after only 6 months (2 years is average).
- Studying every aspect of running a low-margin, high-volume retail business that must compete with on-line and catalog-based competition.

Starbucks

Portland, ME

09/07-10/08. Barista.

- Provided first-class customer service to customers at busy retail location; trained two new employees.

Crossroads Medical Associates

02/04-08/06. Office Manager. New Wickfield, KS

- Ran day-to-day operations for an office of 2 doctors with a roster of 120 patients.
- Gained first-hand knowledge of the challenges doctors face with respect to tort law, insurance law, Medicare, and worker's compensation.
- Honed ability to work well with superiors, think quickly on my feet, multi-task, and meet hard deadlines.

Education

Bowdoin College

Brunswick, ME

B.A. in English expected May 2011.

- Minor in Film Studies.
- Overall GPA: 3.36; GPA in Major: 3.8; Dean's List every semester.
- James Bowdoin Scholar (awarded to top 20% of class).
- Senior thesis: "Under His Thumb: Petruchio, Power, and Patriarchy in *The Taming of the Shrew*" (on the underlying misogyny of the Shakespeare classic).

College Activities

Bowdoin College Film Club

02/08-Present. Chair, Selection Committee (6 hrs/week).

- Organize weekly showings of classic movies and discussion groups.
- Oversee annual Bowdoin College Film Festival with attendance of 2,000 and a celebrity panel that most recently featured Kevin Smith, Charles Kaufman, and Robert Rodriguez.

MO3

09/07-Present. Co-Founder (4 hrs/week).

- Co-founded philanthropic/fraternal organization consisting entirely of students writing Senior theses.
- Raised \$40,000 for the United Way with wildly successful "Casino Night." Recruited professors as casino dealers and organized prize auction.

Personal

- Teaching myself to speak Portuguese; saving money for a planned trek through Nepal.

Experience

Hudson College – Prof. Martin Van Nostrand New York, NY
Assistant Researcher (12 hrs/wk) 04/08 – Present

- Investigate dermatological diseases and their causes, with a focus on melanomas and other skin cancers.
- Review, develop, and analyze data for articles scheduled for publication in national medical journals.

Kruger Industrial Smoothing New York, NY
Marketing Associate (25 hrs/wk) 08/07 – Present

- Develop marketing strategy for company that produces equipment designed to smooth construction materials.
- Responsible for \$500,000 marketing budget, supervising 3 employees, and managing crisis strategy.

Pendant Publishing Ridgefield, CT
Editor (45 hrs/wk) 08/05 – 04/07

- Proofread and critiqued fiction and non-fiction work for major national publishing company.
- Assisted Senior Editors, agents, and authors by editing all aspects of submissions, including content and style.
- Served on editorial team responsible for 5 books featured on *The New York Times Bestseller List*.

Rick Bahr Properties Brooklyn, NY
Agent (50 hrs/wk) 05/05 – 04/07

- Real estate agent for a large commercial developer; portfolio focused on multi-unit properties in Manhattan.

Play Now! Industries Westchester, NY
Sales Associate (40 hrs/wk) 02/99 – 08/05

- Managed client accounts and sales for sporting goods company serving the tri-state area.
- Increased sales of softball equipment by 15%; supervised marketing strategy for new line of golf equipment.

Education

Hudson College – School of Business Queens, NY
M.A. in Finance 09/03 – 05/05

- GPA: 3.4 / 4.0; Dean’s List all four semesters. Focus on international capital markets.

University of the Hamptons East Hampton, NY
B.A. in Architecture 09/99 – 05/03

- GPA: 3.9 / 4.0.
- Thesis: “The Latvian Orthodox Tradition and Its Influence on the New Addition to the Guggenheim Museum.”
- Chairman of the Student Government Association, 2001 – 2003 (8 hrs/wk).
- Winner of “Best Cross Examination” in Regional Mock Trial Competition (Summer 2000).
- Huntington Award for highest grade on International Law final exam.

Post-College Activities

The Susan Ross Foundation New York, NY
Director (9 hrs/wk) 12/01 – Present

- Organize scholarship programs for a foundation supporting students interested in studying marine biology.

The New York Yankees Bronx, NY
Community Outreach Coordinator (5 hrs/wk) 06/03 – 08/09

- Assisted professional baseball organization with community service programs and charity fundraisers.

Personal

- Fluent in Yiddish and Hebrew; intermediate proficiency in Latvian.
- Interests include marine biology, opera, and cooking.

Experience**ConHugeCo**

03/06-Present. Senior Paralegal, Legal Department. San Jose, CA

ConHugeCo is a multinational hardware company with headquarters in San Jose.

- Manage a staff of 12 paralegals and case assistants in a department with 25 attorneys.
- Exercise budget authority for paralegal staff. Cut costs 24% in my first year.
- Doubled productivity over 2 years by creating new tracking and monitoring procedures.

Wilson Sonsini Goodrich & Rosati

07/04-02/06. Paralegal, Commercial Litigation Group. Palo Alto, CA

Wilson Sonsini is one of the country's leading law firms serving a technology-heavy client base.

- Managed team of 4 temporary paralegals and 3 case assistants.
- Reviewed nearly 1 million pages of documents, on 3 cases, with 12 attorneys.
- Created reports, charts and databases tracking progression of key issues, events and deadlines.

Self-employed

06/03-07/04. eBay Star-Seller. Los Angeles, CA

- Achieved the highest rating for a seller on eBay, with at least 500 successful transactions.
- Generated average profits of \$3,000 per month while pursuing acting career.

Education**Santa Clara University**

Santa Clara, CA

B.A. in History, May 2003.

- Overall GPA: 3.67 - GPA in Major: 3.95.
- Graduated with honors (awarded to top 10% of class and required honors thesis).
- Honors thesis: "The Salem Witchcraft Trials as Class Warfare: An Econometric Analysis."

Activities**East Palo Alto Legal Aid Project**

Palo Alto, CA

11/04-Present. Volunteer Paralegal at organization that provides free legal services to the low-income, largely Latino community of East Palo Alto (6 hrs/wk).

- Typical clients range from battered spouses to criminal defendants to overwhelmed debtors.
- Observed the interplay of race, crime and immigration in an impoverished community located in the heart of one of the wealthiest and most successful regions in America.

Santa Clara University International Affairs Forum

Santa Clara, CA

10/02-05/03. Chairman (4 hrs/week).

- Organized annual forum with discussion panels featuring international leaders such as Vaclav Havel.
- Organized \$25,000 fundraising campaign to bring in top-notch speakers and publish forum journal.
- Oversaw 300% increase in membership.

San Jose Civil War Reenactment Society

San Jose, CA

11/99-06/02. Membership Director (2 hrs/week).

- Organized annual reenactment of Civil War battles. More than doubled membership in 3 years.

Personal

- Jazz pianist (12 years of lessons); avid alpine skier.

John Favreau

123 Main Street
Los Angeles, CA 00011

jfavreau123@yahoo.com
Tel: (818) 555-1212

EXPERIENCE

- 06/05 - Present **SCREENWRITER** Los Angeles, CA
Independent Contractor (35 hrs/wk)
- Rewrite and edit movie scripts for Hollywood studios, including Warner Bros. and Paramount.
 - Negotiating with independent film studio to develop a screenplay from a reality TV program.
 - Admitted as a member of the Writers Guild West.
- 01/07 - Present **IN & OUT BURGER** Los Angeles, CA
Assistant Manager (40 hrs/wk)
- Manage 10 employees in cooking, cleaning, and serving customers.
 - Supervise all aspects of the establishment, including the maintenance of health code standards, verification of cash and credit receipts, sanitizing equipment, and training employees.
- 01/06 - 01/07 **BINION'S CASINO** Las Vegas, NV
Bartender / Assistant Floor Manager (40 hrs/wk)
- Served guests in casino sports book and assisted wait staff with service of customers.
 - Graduated from management training program and promoted to Assistant Floor Manager.
- 06/05 - 01/06 **LAW OFFICES OF DEWEY, CHEATUM & HOWE** The Bronx, NY
Legal Assistant (35 hrs/wk)
- Assisted attorneys and office support staff with clerical work, and document production.
 - Conducted legal research, attended court proceedings, and assisted with filing of court papers.

EDUCATION

- 2001 - 2005 **STATE UNIVERSITY OF NEW YORK (SUNY) – QUEENS COLLEGE** Flushing, NY
- B.A. in Statistics, minor in Drama, May 2005.
 - Senior Thesis: “*The Guy Behind the Guy: The History of Obscure Hollywood Screenwriters.*”
 - SUNY – Queens College Men’s Varsity Basketball Team, 09/01 - 05/05 (15 hrs/wk).
 - Freshman Dorm Advisor, 09/04 - 05/05 (12 hrs/wk).

ACTIVITIES

- 01/06 - Present **CITY OF ANGELS IMPROV** Los Angeles, CA
Troupe Member / Treasurer (10 hrs/wk)
- Active in 20-member comedy troupe that performs in downtown comedy clubs.
 - Provide volunteer performances at local nursing homes and assisted living facilities.
- 09/01 - Present **DISTANCE RUNNING** Various Locations
- Run 20 - 30 miles per week; completed 2 marathons; currently training for a triathlon.

PERSONAL

- Intermediate written and oral Spanish skills.

Shelley Fontenot

Second Floor Flat, 40 Turlington Crescent
London W7 6ED, United Kingdom

shelley@wpartners.com
Tel: (44) (0) 77 99 674 516

EXPERIENCE

- 12/08 - Present **WPARTNERS (VENTURE CAPITAL)** London, UK
Associate. Wpartners is a \$1 billion fund specializing in early stage technology companies.
- Perform ongoing analysis of portfolio companies and their sectors; serve as liaison with portfolio company management and Wall Street analysts.
 - Screen all new business plans and make recommendations to partners; communicate screening decisions to entrepreneurs; communicate key information to investors.
- 01/06 - 11/08 **DEUTSCHE BANK AG (MERGERS & ACQUISITIONS)** London, UK
Associate. Modeled and evaluated multinational mergers using country-specific accounting standards. Trained and mentored new analysts. Executed advisory assignments, including:
- Massive Group plc's \$2 billion share offer for ConHugeCo.
 - OAG, Bobco, and Rich Capital Partners' \$2 billion cash offer for XYZ, Inc.
 - Fancy Pants plc's \$336 million sale to Stale Buffalo plc.
 - Big-time Holdings Ltd's \$100 million sale to Lake Brantley Capital.
- 06/05 - 12/06 **DEUTSCHE BANK AG (CORPORATE FINANCE)** London, UK
Analyst. Executed lead-managed senior debt financings, including:
- \$275 million senior debt for Flintstone Industries, Inc.
 - \$150 million senior bank facility for Futurama International, Inc.
- 09/04 - 05/05 **GOLDMAN, SACHS & CO.** New York, NY
IT Intern. Customized software applications for the e-commerce innovations of one of the world's leading investment banking, securities, and investment management firms.

EDUCATION

- 09/01 - 05/05 **THE UNIVERSITY OF CHICAGO** Chicago, IL
- B.A. in Mathematics with substantial coursework in computer science.
 - Classes included Financial Accounting at the Graduate School of Business.
 - GPA 3.6 – 3.8 during last 2 years.
 - Activities:
 - Captain, University of Chicago Math Team. Made team as Sophomore (very rare); led team to national championship as Junior.
 - Ran the Chicago marathon my Junior and Senior years.

CERTIFICATIONS

- 05/06 **CHARTERED FINANCIAL ANALYST** London, UK
- Passed Levels I (34% pass rate), II (36% pass rate) and III (65% pass rate) at first attempts.

ACTIVITIES

- 10/07 - Present **LONDON EPILEPSY CENTER** London, UK
Epilepsy Sitter. Provide companionship to severe epilepsy patients through weekly 4-hour visits.

PERSONAL

- Fluent in French. Reading knowledge of German.
- Enjoy political biographies and French New Wave films (especially Truffaut).