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| **William Jeong** |  | **Profile**  Financial planning graduate with strong recent internship experience serving individuals and small businesses. Skilled at offering clients sound financial advice based on rigorous data analysis. |
| Financial Advisor Resume  (876) 678-8765  w.jeong@myemail.com  345 Red Street, Manchester, NH 23456 |  |
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|  | **EXPERIENCE**  **Accounting & Finance Intern,**  Way Up, Manchester, NH  May 2022 to Present   * Help produce budgets and financial projections for individuals and small businesses * Contribute to fact-finding and progress meetings with clients, and respond to phone and email inquiries   **Highlights:**   * Earned high marks on all 3 formal reviews for overall diligence and customer focus * Created and updated financial spreadsheets and reports with 99.9% accuracy * Earned 98% positive feedback on all customer interactions   **Customer Service Specialist,**  Rick’s Sporting Goods, Manchester, NH  July 2020 to May 2022   * Gained strong foundation in customer service, invoicing, and transaction processing |
| **EDUCATION**  **Bachelor of Science (BS) in Financial Planning**  Southern New Hampshire University, Manchester, NH  2022  **Select Coursework:**   * Applied Statistics * Financial Reporting & Analysis * Financial Statements * Wealth Management   **KEY SKILLS**   * Customer Service & Relations * Data Gathering & Analysis * Financial Reporting * Mathematical Reasoning * Microsoft Office Suite * Team Collaboration   **CERTIFICATIONS**   * Certified Financial Planner, CFP Board 2022 |  |
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