

Junior Associate

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

As an Applied Mathematics and Economics graduate, with love for economic theory and insightful analytical modeling, interested in economic development methods and strategies for businesses and nations. Key highlights of my educational experience include discrete mathematics, financial mathematics, statistics, experimental economics, programming, and a working knowledge of accounting.

Skills

Microsoft Office, Creative Writing.

Work Experience

Junior Associate

ABC Corporation - March 2007 - January 2009

- Consolidated and analyzed disparate data sources to provide insight into trend-spotting and opportunity assessment.
- Responsible for Campaign fundraising, event planning, drafting and distributing large invite mailings Call time with candidates Writing and editing candidate .
- Conducted discoveries and interrogatories Draft contract agreements Participated in arbitration .
- Prepared basic tax returns and ensured compliance with payment, reporting and other tax law requirements.
- Provided bookkeeping and payroll services for clients, including preparation of bank reconciliation and financial statements.
- Computed, processed and filed state sales tax for businesses, as well as payroll taxes any time payroll was processed.
- Advised customers on the products and services best suited to their needs.

Junior Associate

Delta Corporation - 2003 - 2007

- Consolidated and analyzed disparate data sources to provide insight into trend-spotting and opportunity assessment.
- Campaign fundraising, event planning, drafting and distributing large invite mailings Call time with candidates Writing and editing candidate .
- Draft motions Draft legal briefs Took depositions Conducted discoveries and interrogatories Draft contract agreements Participated in arbitration .
- Prepared basic tax returns and ensured compliance with payment, reporting and other tax law requirements.
- Provided bookkeeping and payroll services for clients, including preparation of bank reconciliation and financial statements.
- Computed, processed and filed state sales tax for businesses, as well as payroll taxes any time payroll was processed.
- Advises customers on the products and services best suited to their needs.

Education

Bachelor of Business Administration in Business Administration - (Management College of South Africa)