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| THOMAS JAMES | 123 Washington St. Apt. #2New York, NY 10014 |
| Thomas.James@gmail.com | 646.123.4567 |
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| **WORK EXPERIENCE** |  |
| **ABC Bank***Analyst – Project Finance Group* | **New York, NY***June 2012 – Present* |
| * Involved in all aspects of transactions including initial due diligence, preparation of the CIM, modeling, presentations
* Responsible for performing comparable companies and precedent transaction analyses in Excel
* Produce daily group newsletter summarizing recent events in the industry
* **Selected Transaction Experience**
* *$700 MM Transaction for Royal Energy* *(closed)* – Responsibilities include monitoring the debt drawdown and its effect on covenant and credit agreement compliance
* *$500 MM Debt Financing for a Wind Farm Project* *(active)* – Responsibilities include building a financial model to show debt financing under multiple capital structures, running sensitivity analysis to show the impact of various macroeconomic conditions, analyzing state regulations to determine project’s eligibility for subsidies and leading the production of marketing materials from design through printing
* *$3 B Transaction for a Solar CSP Project (active)*– Responsibilities include preparing pitchbook materials and follow-up on client feedback through the equity-raising process on the world’s largest solar CSP project
* *$150 MM Transaction for a Solar Company (active)*– Responsibilities include revenue forecasting, preparation of pitchbook and marketing materials, as well as development of a preliminary proposal and term sheet
 |
| **Wall Street Oasis***Finance Research Analyst Intern* | **Saratoga, CA***June 2010 – June 2012* |
| * Wrote 50,000+ words across 20 articles on detailed financial, valuation, Excel, accounting, and economic topics including cash conversion cycle, dividend discount model, cash flow from financing activities, DCF modeling, and more
* Researched appropriate subtitles and developed examples to help with Search Engine Optimization resulting in a 30% month-over-month growth in traffic to the new resource section of the site
* Over 200 hours of self-study across financial modeling and valuation courses including Excel modeling, 3-statement modeling, PPT for finance, DCF modeling, precedent and trading comps, LBO modeling, and M&A modeling
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| **EDUCATION** |  |
| **Washington University – Olin School of Business***Bachelor of Science in Business Administration; Finance Major* | **St. Louis, MO***Class of 2010* |
| * Cumulative GPA: 3.5/4.0; Major GPA: 3.8/4.0
* Graduated magna cum laude; Dean’s List all semesters
* Relevant Coursework:Financial Statement Analysis, Advanced Financial Management, M&A, Options, Futures & Derivatives, Introduction to Econometrics, International Finance, Investments, Mortgage Backed Securities
 |
| **Dalian University of Foreign Languages***School of Chinese Studies* | **Dalian, Liaoning Province, China** *January 2009 – May 2009* |
| * Elected to study Mandarin in an intensive language program in a study abroad program
* Successfully completed a semester of business courses and was elected class president by my peers
 |
| **LEADERSHIP** |
| **Washington University NCAA Soccer Team***Captain* | **St. Louis, MO***September 2006 – December 2009* |
| * Attended league meetings and organized all games and practices in lieu of coaching staff
* Successfully recruited over 10 new players and developed an alumni support network via campaigns
* Led the team to an undefeated 2009 season within our division
 |
| **Washington University Student Investment Fund***Founder and Co-President* | **St. Louis, MO***October 2008 – May 2010* |
| * Co-founded a student-run fund to invest a small portion of the University’s endowment
* Managed a $105k diversified, mid-cap equities fund which generated 27% growth over 18 months
* Presented and distributed research reports to the University Board of Directors with investment thesis
 |
| **OTHER INFORMATION** |
| *Languages:**Modeling:**Computer:**Certifications:*  | Fluent in Mandarin, Basic Skills in FrenchCompleted ABC Bank’s formal modeling program run by Wall Street OasisExpert in Excel, PowerPoint, CapitalIQ, BloombergCompleted Bloomberg Certification Program |

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