

Virginia Frese

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EDUCATION

Queens College of The City University of New York, Flushing, NY

Bachelor of Arts in Economics

Expected: Month Year

- GPA: X.X (Add if 3.0 and above)
- Work(ed) XX hours per week while attending school full-time (Add if you work 20+ hours)
- Honors/Awards

List each one - semester year

RELEVANT COURSEWORK (if no relevant experience)

Econometrics

Price Theory

Economics of Organized Labor

Money & Banking

Macro-Economic Analysis

Statistics as Applied to Economics and Business

CLASS PROJECT(S) (if no relevant experience)

Name of Class

Semester Year

- **STEP 1:** Explain the goal of the project and the role you played or who you worked with
- **STEP 2:** Highlight specific software you used and the actions you took

EXPERIENCE

Company Name, City, State

Position Title (most recent title with company)

Month Year – Present

- Highlight accomplishments in this space. (e.g. Developed, created, or invented something, or trained 10 employees)
- Start your sentence with an [action verb](#), not a passive one, to show what you have accomplished
- Quantify results as much as possible (e.g. Generate \$55,000 in sales commission by collaborating on 25+ residential rental and sales transactions OR Attracted 70+ applicants through job boards, LinkedIn, and attending campus recruiting events)
- Use keywords from job description that will catch recruiter's attention (www.Jobhero.com or www.ONETOnline.org)

Company Name, City, State

Position Title

Month Year – Month Year

- Emphasize accomplishments that are relevant to the job you want (Promoted to manager for...)
- Be specific-omit unnecessary words and sentences. Delete pronouns ("I," "me," "my," "he," "she," "them," "they")
- Verbs in past tense if you are not working at a job

LEADERSHIP EXPERIENCE (click on the links to join – Do not list the links on the resume)

QC Economics and Business Club, Member (<https://linktr.ee/qceconandbus>)

Month Year – Present

ALPFA QC Chapter, Member

Month Year – Present

(<https://www.alpfa.org/page/student-membership>) & (<https://bit.ly/ALPFAgroupchat>)

ASCEND QC Chapter, Member

Month Year – Present

QC Consulting Club, Member

Month Year – Present

QC Blockchain Club, Member

Month Year – Present

QC Stock Exchange Club

Month Year – Present

QC Asset Management Network

Month Year – Present

VOLUNTEER EXPERIENCE

Organization Name, City, State

Position Title

Month Year – Month Year

- Highlight accomplishments in this space
- Start your sentence with an action verb, not a passive one

SKILLS

Computer: list software that is relevant to the desired position(s)

Languages: **DO NOT LIST English**, (Basic, Intermediate, Conversant, Fluent)

Interests: (If you'd like to include, not mandatory – anything outside of school and work)