

# KAREN PHO

111 Bankers Drive, Anytown, USA 11111

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## EDUCATION

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Ivy University, Anytown, USA

Jan 2010 - Dec 2011

Candidate for B.S. in Applied Economics and Management

GPA: 3.45

Dual Specialization in Finance & Int'l Trade and Development; Minor in East Asian Studies

• Relevant Coursework: Finance, International Finance, Valuation of Capital Investment, Risk Simulation and Optimization, International Trade and Finance, Strategic Thinking, Price Analysis, Statistics, Calculus

Moore Community College, Rochester, NY

Jan 2008 - Dec 2009

Recipient of Dual A.S. Degree with Distinction for International Business & Business Administration

GPA: 3.91/3.89

• **Awards:** Recipient of the 2010 Chancellor's Awards for Student Excellence, Who's Who Among Students in Universities and College, Phi Theta Kappa Honors Society, Dr. Raymond Ruff Award for Excellence Business Student, Jan Wiranowski Renaissance Math Scholarship

## RELEVANT EXPERIENCE

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IVY UNIVERSITY, DIVISION OF FINANCIAL AFFAIRS, Anytown, USA

June 2011 - Present

*Investment Accounting Assistant, University Treasurer's Office*

- Created Statements of Financial Position, Activities, and Cash Flows for Price Waterhouse Coopers to utilize in preparing the University's final financial statements
- Facilitated the conversion of the university legacy financial system to the new open-source Quali Financial System by mapping old university accounts to the new Quali account structures
- Created a Request for Service Bid for Armor Car service by interviewing all departments on campus to understand pickup requirements. Recommended and implemented pickup schedule that is anticipated to lead to a reduction from \$140,000 to \$50,000 in service cost
- Responsible for Ivy's quarterly investment liquidation report to Moody's and Standard & Poor's
- Created narrative details to be used by management in the yearly financial report
- With Tompkins Trust Company manager, identify incoming transfer wires to allocate to appropriate accounts

MOORE COMMUNITY COLLEGE, Rochester, NY

May 2008 - Dec. 2009

*Resident Assistant and Peer Mentor*

- Coordinated educational and recreational program to build a sense of community for 50 residents
- Initiated, directed and organized fundraising programs for organizations such as Society for Protection and Care for Children while raising school supplies and over \$500 within a 3-week period
- Served as college ambassador by educating more than 1200 students about campus activities and resources
- Awarded Resident Assistant of the Year based on leadership, teamwork, and programming skills

IVY'S INTERNATIONAL INSTITUTE OF FOOD, AGRICULTURE AND DEVELOPMENT, Anytown, USA

*Research Assistant*

Sept 2010 - May 2011

- Conducted research on topics about Micro-Economic Development in Africa, Making Markets Matter in Agribusiness sectors in Emerging markets and prepared presentations on these topics
- Edit papers, book chapters, and articles on topics including but not limited to Financial Markets, Economic Development in preparation for publication

BIBI'S CHOCOLAT, Cape Town, South Africa

*Consultant on a Professor-led International Consulting project*

Jan 2011

- Developed strategic plan and recommended potential effective business solutions to facilitate company in reaching Self-sufficiency and break into the competitive chocolate market in South Africa
- Re-engineered product distribution and promotion process to increase product exposure
- Contributed a written case study in the published "Case Studies of South Africa's Emerging Farmers and Agribusinesses"

TOBY'S MARKET, Rochester, NY

Sept 2004 - Jun. 2007

*Customer Service Clerk*- Received honors from District Manager for outstanding customer service and work ethics

## SKILLS & ACTIVITIES

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### Languages

Fluent in English; proficient in Cantonese, Mandarin and Vietnamese

### Computer

Proficient in Windows and Macintosh operating systems, Microsoft Office, Palisade Risk, Spreadsheet Modeling; Bloomberg Essentials Certificate in all 4 Market Sectors

### Community Service

Member of Alpha Phi Omega Service Fraternity  
Volunteer at Loaves and Fishes Soup Kitchen