

# Bud Fox

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## EDUCATION

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### **Boston University**

*Bachelor of Arts in History*

**Boston, MA**

Expected May 2011

- **GPA: 3.5 / 4.0; SAT: 2100**
- **Honors:** Awarded full scholarship based on academic achievement and research experience
- **Relevant Coursework:** Quantitative Finance; Investment Analysis; Financial Accounting

## WORK EXPERIENCE

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### **ABC Electronics**

*Sales Assistant*

**Boston, MA**

May 2009 – August 2009

- Assisted customers with product-related questions, store policies, and refunds and exchanges
- Managed inventory levels and procurement process for regional branch; kept store manager up-to-date and notified management of potential problems

### **University Endowment Fund**

*Office Assistant*

**Boston, MA**

September 2008 – May 2009

- Managed alumni relationships and improved efficiency of alumni database; helped increase average alumni donations by over 10%

### **Student Athletic Center**

*Student Manager*

**Boston, MA**

January 2008 – September 2008

- Managed setup of sporting events with over 10,000 attendees, and informed visitors of proper facility use and procedures
- Interviewed, trained, and supported new hires and managed lifeguard certification process

## LEADERSHIP EXPERIENCE

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### **Student Investment Fund**

*Treasurer*

**Boston, MA**

September 2007 – Present

- Analyzed mining and natural resource stocks and made investment recommendations; committee later selected 2 recommendations to invest in using \$50,000 portfolio available to club

### **Student Newspaper**

*Assistant Editor*

**Boston, MA**

September 2008 – Present

- Managed editorial process for newspaper and reviewed all major columns and articles prior to publishing; also contributed by writing weekly Sports column
- Secured additional \$10,000 worth of funding for newspaper via dedicated alumni outreach effort

### **Bridging 101**

*Tutor*

**Boston, MA**

January 2008 – December 2008

- Tutored local high school students in math and science and advised them on college admissions process
- Recruited for local organization and managed campaign to recruit over 50 additional tutors over 1 year

## SKILLS, ACTIVITIES & INTERESTS

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**Languages:** Fluent in Spanish; Conversational proficiency in German

**Technical Skills:** Proficient in Microsoft Excel and PowerPoint; Knowledge of Photoshop and Illustrator

**Certifications & Training:** Completed JPMorgan Investment Banking Case Competition

**Activities:** Volunteer at Veterans' Hospital; Rotary Soccer (Assistant Coach)

**Interests:** Adventure Travel in South America; Day Trading; Off-Road Racing