

CHRONOLOGICAL RESUME

Wiley Coyote

123 Main Street
San Bernardino, CA 92407

(909) 888-4587
wcoyote@csusb.edu

OBJECTIVE Stockbroker/Financial Services position

EDUCATION B.A. Business Administration, Concentration: Finance June 2008
California State University, San Bernardino

RELATED COURSEWORK Business Finance, Financial Planning Process & Insurance, Financial Theory & Practice, Investment Analysis, Financial Management Concepts.

EXPERIENCE

Intern December 2006 – May 2007
Paine – Webster, Inc. Los Angeles, CA

- Assisted in planning and organizing a retirement plan distribution seminar for employees; researched and prepared related presentation materials
- Created new database format for clients; updated and corrected old database
- Resorted, relabeled, and reorganized client files for broker with 850+ clients

Manager April 2003 – December 2005
Hogi Yogi San Bernardino, CA

- Supervised a staff of 8 employees
- Arranged work schedules
- Addressed customer complaints

COMPUTER SKILLS

Word, Power Point, Excel.

LANGUAGE SKILLS

Bilingual: English/Spanish.

REFERENCES

Available upon request.