

## CAREER TARGET: Business Consulting – Management / Strategy



**Business Finance Graduate** with multi-disciplinary education across **finance, business, and international business**, complementing exceptional **financial aptitude, strong analytical skills**, superior problem resolution talents, and a flair for teamwork. Praised for **commitment to delivering to a deadline**, communicating solutions, defusing potential controversies, focusing on accuracy and detail, and a developing a practical way to approach complex situations.



Acquired **intense, practical work** experience in stressful, **high-volume**, and notably **visible** support role within the entertainment industry. Gained valuable experience interacting with high-profile executives and celebrity personalities. Communicated comfortably and effectively with clients, colleagues, and professionals at all levels.

### BRAND ATTRIBUTES:

*Charismatic | Confident | Focused  
Professional | Mature  
Resourceful | Communicative  
Sharp | Intelligent*



- Analytical
- Attention to Details
- Business Development
- Relationship Building
- Client-Service
- Revenue Generation
- Marketing
- Problem Solving
- Project Management
- Social Media
- Strategic Thinking
- Task Analysis

## EDUCATION AND INTERNATIONAL EXPERIENCE

**Bachelor of Science, Finance**  
**University of Michigan - Stephen M. Ross School of Business**, Ann Arbor, MI  
GPA: 3.8/4.0

May 2012

*Dean's List*– eight consecutive semesters

**French and International Business course work**  
**American University of France** – Paris, France

2011 (6 months)

Earned 4.0 GPA

## MEMBERSHIP AND LEADERSHIP

**PHI DELTA KAPPA INTERNATIONAL BUSINESS FRATERNITY**  
**Executive Board, Treasurer for Phi Delta Kappa**

2010 to 2012

(Served in multiple leadership capacities including Service Chairman, Formal Chairman, and Social Chairman.)

- **Managed \$80,000 budget and allocated funds** for each of fraternity's positions.
- **Constructed highly detailed budget in Excel**; automated spreadsheet with multiple pages and formulas.
- **Collected 100%** of chapter's outstanding dues and maintained payment plans for members.

## INTERNSHIPS AND WORK EXPERIENCE

### AMERICAN TALENT AGENCY, Hollywood, CA

June 2012 to June 2013

One of the largest talent agencies in the world, with more than 175 agents representing actors, writers, directors, producers, recording artists, IP rights holders, emerging technology companies and corporate brands in a variety of practice areas including film, television, music, digital media, intellectual property, computer and video games, commercials, voiceovers, endorsements, branding & licensing, corporate consulting, and entertainment marketing.

**Full-time Paid Intern - Motion Picture Talent Department** (September 2012 to June 2013)

**Agent Trainee** (June 2012 to September 2012)

Full accountability for operating top-agent's multi-million dollar business with 80 demanding clients (including Oscar and Emmy Award nominees), Sony Studios, and high-level projects. In an extremely fast-paced environment, scheduled multiple meetings, arranged travel itineraries, responded to and generated hundreds of e-mail correspondences daily.

#### Valuable Contributions:

- Quickly promoted into one of the most challenging support positions within the agency without prior experience. Championed responsibilities immediately and earned respect of top-level executives, partners, clients, and colleagues.
- Handled all expenses of high-volume business; tracked all monies owed, created bookings and records of all finances and expenses, and managed \$15 million in revenue.
- Read through numerous movie scripts; furnished client casting recommendations and developed detailed project proposals.
- Maintained 100% focus during 12+ hour days without personal distraction, enabling agent to comfortably grow his business. (Ability to run a smooth operation contributed significantly to agent's ability to sign 10 new clients and close 2 separate \$5 million dollar deals within the past year.)
- Earned recognition for delivering celebrity service at all touch points and for calmly managing a challenging agent so he could achieve his own objectives without concern for the daily operation.

### JAMES ADAMS PRODUCTIONS—SONY. STUDIOS, Burbank, CA

Summer 2011

Producers of *Emergency Room 101*, *The North Corridor*, *Crime Scene Central*, and *South Park*.

**Finance Intern ▪ Production Assistant / Social Media Assistant**

Hired as an unpaid **Finance Intern** shadowing the Vice-President/CFO. Within 1 week, promoted to full-time, paid Production Assistant and challenged to take over responsibilities of 2 production assistants who left the company abruptly and simultaneously; ensured a seamless transition during personnel crisis. Owned daily office responsibilities including setting up office, distributing industry trades, delivering mail, covering reception, ordering supplies, and ensuring that kitchen/pantry was fully stocked and presentable at all times.

#### Valuable Contributions:

- Trained for 1 day in new role, only needed to get instructions once, and hit the ground running. Learned quickly how to be effective and useful to the team. Took pride in successfully accomplishing all tasks.
- Gained supervisory and project management skills while leading a team of 8 interns to archive thousands of *South Park* files (22 episodes for 15 seasons) and to create comprehensive production folders for each episode.
- Established positive rapport with executives, producers, directors, and writers; earned reputation as the "go-to guy" by being ever present, visible, helpful, and attentive to needs and requests.
- Prepared petty cash reports and submitted invoices to bookkeeping.
- Trained full-time replacement at end of summer when returning to University of Michigan.
- Published daily messages and articles for the James Adams Productions' Twitter account, @JAPsample. Posted videos on YouTube and monitored discussions. Worked on graphic design. Publicized weekly newsletter and important industry news articles to engage and build audience.
- Created Twitter and YouTube pages.
  - ★ Started from scratch and generated active Twitter followship growth of 2,000 high profile industry followers per month (50-60X retweets).
  - ★ Built and actively managed YouTube channel for "James Adams Today" with more than 650,000 views since its inception.
- Earned position as a trusted voice for the organization with ability to make independent decisions regarding tweets/posts.

**Project Notes:**

*David is a recent graduate who had an opportunity to apply for a position at Deloitte in management consulting. This position was a foot in the door for a true career and so we not only reviewed the current job description but the positions above it so we could see what eventual skills he would need.*

*We found that David's experience in managing someone else's business fit well with the Company's expectations of client management. We showcased his ability to work independently and his success in working with high-demand clientele. We chose a creative approach to get David noticed and to stand out in a sea of recent graduates. He received many compliments for his unique résumé. He had several rounds of interviews and for each interview was told that the interviewers were excited to "meet the young man with the gutsy résumé".*

*David made it through final interviews with Deloitte while he was simultaneously pursuing other options. He chose not to continue the interview process at Deloitte and procured a similar position at another firm.*

SAMPLE