

# MANISH PATEL

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## EDUCATION

**Rutgers University**, New Brunswick, New Jersey  
B.A. in Economics and Political Science

May 20xx

**GPA: 3.4**

## RELEVANT COURSES

Econometrics

Macroeconomics

Financial Economics

Managerial Economics

International Political Economy

Microeconomics

## EXPERIENCE

**Merrill Lynch**, Somerset, New Jersey

May–August 20xx

*Summer Analyst Intern*

- Analyzed client financial portfolios to determine asset allocation.
- Contacted 100+ prospective customers to provide information about savings and retirement plans.
- Assisted in developing new client accounts.
- Created and maintained a database in Access tracking satisfaction of 500+ clients.

**Dow Jones and Company**, South Brunswick, New Jersey

May–August 20xx

*Sales Process Intern*

- Organized and led the sales team in completion of data review and clean up as needed by CRM team.
- Prepared sales orders and cases in Salesforce according to specific billing requirements for new accounts, additional services, closed accounts, address and contact changes.
- Ensured all billing was set up correctly and on par with forecast and customer needs.
- Pulled and provided ad-hoc reports on account usage and billing to customers and sales team.

**Marriot Hotel**, Somerville, New Jersey

May–August 20xx

*Assistant Manager*

- Controlled daily operations, including arrivals, departures, and room reservations.
- Supervised staff of 5 front desk associates, including weekly schedules and bi-monthly performance meetings.
- Negotiated rates to ensure full occupancy.
- Completed 20 hours of training on sales, customer service, and management.
- Recognized as *Employee of the Month* in July 20xx for going above and beyond in performance of managerial duties.

## SKILLS

*Technical:* Microsoft Office (Word, Excel, PowerPoint, Access), HTML, JAVA, C++

*Language:* Intermediate Spanish

## LEADERSHIP

**Rutgers Student Governing Association**

May 20xx–Present

*Treasurer*

- Manage annual budget of over \$5,000 for campus events.
- Raise campus awareness of all activities through creative marketing efforts.

**The Daily Targum** (Rutgers Campus Newspaper)

May 20xx–Present

*Public Relations Coordinator*

- Supervise all weekly creative newspaper releases.
- Implement new public relations initiatives to increase circulation.