

Sarah DePaul

1 E Jackson Boulevard, Chicago, IL 60604
312.362.8437 | sarah.depaul@depaul.edu | [linkedin.com/sarahdepaul](https://www.linkedin.com/sarahdepaul)

OBJECTIVE

Seeking an internship opportunity in corporate finance that will utilize my analytical and communication skills gained from my previous work and educational experience.

EDUCATION

DePaul University, Chicago, IL

Bachelor of Science in Business

Expected June 2017

Major in Finance; Minor in Management Information Systems

GPA: 3.5/4.0; Major GPA: 4.0/4.0

Dean's List, All quarters in attendance

RELEVANT EXPERIENCE

Company 123, Chicago, IL

Intern, Finance Department

June 2015 – August 2015

- Prepared weekly and monthly performance reports for management
- Improved efficiency of MS Excel templates by integrating formulas, resulting in extra time to assist in forecasting shipments
- Translated approximately 50 procedure instruction files between Spanish and English with intern team on a weekly basis
- Monitored expenses over \$1k for reasonableness and created new internal process

Company XYZ, Chicago, IL

Finance Intern, Compliance Audit

March 2015 – May 2015

- Audited affiliate division testing 45 samples of employee business expenses in Columbus, Ohio
- Created Excel testing template for Sweepstakes Program, new area of audit
- Completed two additional areas of the audit, saving one week of expenses to be on-site
- Assisted financial audit department that was low on headcount on planning for next audit

OTHER WORK EXPERIENCE

Restaurant ABC, Chicago, IL

Hostess

January 2016 – present

- Efficiently assist 100 clients daily; increasing to 300-600 for weekend traffic at upscale restaurant in downtown Chicago, contributing to more than \$50,000 in monthly sales
- Collaborate with servers and managers for an efficient rotation of clients throughout shift and attend to special requests, such as planning and managing corporate events

LEADERSHIP & ACTIVITIES

Student Finance Association, Member & Director of Events

September 2014 – present

- Collaborated with recruiters to successfully plan and execute 10 career development and networking events

Allstate Case Competition, Participant

November 2015

Center for Economic Progress, Volunteer Financial Coach

January 2013 – April 2014

- Provide financial counseling to 50 clients; completed 25 hours of formal training

SKILLS

Language: Fluent in Spanish

Technical Skills: Proficient with Bloomberg, Microsoft Excel and PowerPoint