

[Combination sample]

## **DIEGO SCHWARTZ**

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Current (through May 2011)

Georgetown University, Box 0002  
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Permanent

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### **EDUCATION**

**Georgetown University**, Walsh School of Foreign Service, Washington, DC

Bachelor of Science in Foreign Service, International Economics; Expected Graduation: May 2011

Concentration: International Commerce and Finance. GPA: 3.5/4.0

*Relevant Coursework:* Multinational Corporations, Export Management, Asia and the World, International Business Diplomacy

### **FINANCIAL EXPERIENCE**

**Georgetown University Student Federal Credit Union**, Washington, DC

*Board of Directors*, March 2010 – Present

Coordinate overall operations and transactions for 1,500 members and an asset amount of \$900,000. Conduct extensive internal auditing and train new loan officers. Consult on the hiring of loan officers and other personnel.

*Credit Chairperson*, June – August 2008, May – August 2009

Revised and implemented lending policies and practices. Lent over \$200,000 to 70 members and recorded no loan losses. Supervised staff of six seniors and juniors.

*Loan Officer*, June – August 2007, June – August 2008

Analyzed loan applications and approved loans for students. Provided financial counseling for members. Designed and implemented summer mailing resulting in 40% growth in membership.

**Diego's Ties**, North Canton, OH

*Entrepreneur*, June – August 2007

Developed clientele through door-to-door marketing; earned \$1,250 from one summer of sales of men's ties. Hired and trained assistant marketing staff.

### **ADDITIONAL EXPERIENCE**

**Agency for International Development**, Washington, DC

*Research Intern*, June 2009 – Present

Examine economic assistance policies with under-developed countries through interviews and library research. Research and write papers on project sustainability.

**Sports Marketing Group**, Cleveland, OH

*Event Planner*, June – August 2006, June – August 2007

Contacted potential advertisers, completed invoices, and maintained financial records. Attended events and networked with sports marketing professionals.

### **SKILLS & ACTIVITIES**

Advanced French (speaking, reading, writing, comprehension)

MS Office (Access, Excel, PowerPoint, Word)

Lived and traveled extensively in Africa and Europe for three years

International Relations Club, Asian Studies Association, DC Public School tutor