

CAROL LEONG
cl29@columbia.edu

Campus Address
Box 123, 3001 Broadway
New York, NY 10027
(212) 123-4567

Permanent Address
24 Allen St.
Queens, NY 11368
(718) 123-4567

EDUCATION:

BARNARD COLLEGE, COLUMBIA UNIVERSITY, New York, NY
Bachelor of Arts expected May 2003
GPA: 3.57
Major: Political Science
Thesis Topic: What is a Global Economy?
Relevant coursework: Accounting and Finance, Calculus I-III, Microeconomics,
Macroeconomics, and Development Economics.

STUYVESANT HIGH SCHOOL, New York, NY
Graduated June 1999

EXPERIENCE:

8/02-Present **INFORMATION TECHNOLOGY SERVICES, Barnard College**, New York, NY
Student Computer Consultant

- Troubleshoot software programs
- Handle technical and customer service
- Familiarize students and faculty with UNIX, Internet, and Netscape

6/01-8/01 **VENTURE CAPITAL FIRM**, New York, NY
Intern

- Assisted account management in developing innovative solutions for restructuring department's infrastructure
- Automated management's systems by building and maintaining database for ticklers
- Consolidated relationship reporting profile to capture different reports
- Prepared and analyzed spreadsheets and guideline reports to be sent to clients

6/00-12/00 **CHUBB SECURITIES**, New York, NY
Intern

- Aided portfolio manager in preparing profit and loss statements with various financial research and analysis projects
- Reorganized, updated, and maintained client files
- Compiled mailing lists to target new and potential investors
- Prepared documents and reports for presentation to clients

ACTIVITIES:

9/00-Present **COLUMBIA- BARNARD FEDERAL CREDIT UNION**, New York, NY
Board of Directors, Chief Financial Officer

- Manage student-run financial institution with over \$1.5 million in assets and 1400 members
- Develop strategic plans and policies for long-term development
- Handle general accounting and supervise accounting committee

1/01-5/02 **IN GOD'S LOVE WE DELIVER**, *volunteer*.

9/00-5/00 **COMMUNITY IMPACT**, *hunger awareness volunteer*

SKILLS:

- Proficient in Word, Excel, Access, and SPSS
- Fluent in Chinese (Cantonese) Familiar with Mandarin Basic Spanish