

CECELIA T. MILLER

Hamline University Box 1991 - 1536 Hewitt Ave, St Paul MN 55104

612-419-4584 | thececeliamiller@yahoo.com

Objective: Obtain an internship that uses my skills and passion for finance, investing, and data analytics to contribute to the success of the company.

EDUCATION

Hamline University, Saint Paul MN

Bachelor of Business Administration, May 2022

Major: Finance, Data Analytics

Extracurriculars: Track and Field, Honors Program, Hamline Undergraduate Student Congress (HUSC), Investment Club, Career Mentor Program (CMP)

RELEVANT EXPERIENCE

Hamline School of Business, St Paul MN

September 2018 – Present

Lead Student Staff Trainee

- Complete research projects through LinkedIn for full-time staff
- Plan and organize campus-wide events to promote the school of business
- Delegate and oversee the various office tasks and projects given by management

Hamline University, St Paul MN

November 2019 – Present

Investment Club Founder

- Work with VP of finance on securing 100k of endowment funds to invest
- Construct a constitution for the organization with the guidance of finance faculty
- Collaborate with university in the process of becoming a recognized organization

City of Saint Paul, St Paul MN

May 2019 – Present

Lifeguard / Swim Instructor

- Enforced guests' adherence to pool guidelines and rules in a professional manner
- Performed rescues in the event of drowning or swimming accidents
- Provided swimming and safety instruction to varying class sizes

HOBBIES, SKILLS, AND ADDITIONAL EXPERIENCE

Case Competition - *First Place*, UofMN, Minneapolis MN, June 2017

Final Project - *Management - First Place*, Hamline, Saint Paul MN, December 2019

Technology - Specialist Certification in MS Excel (pending), Microsoft Office, Keyboarding

High School Extracurriculars - Varsity Track and Field Captain, Varsity Cross Country Captain, National Honors Society, Student Council, Yearbook Editor / Writer, Employed Part-Time (full work history available upon request)