

Dear Prospective Employer,

I am now a former Rice University student and MBA graduate living in Sugar Land, Texas who is looking for a position as an analyst, associate, or assistant to one of the above within the Phoenix metropolitan area. I have relatives located between Scottsdale and Flagstaff and would like to move closer to my family. I am willing to pay my own way for any face-to-face interviews and I am able to relocate at no cost to the employer. Although I have over 12 years experience in the workforce I am not at all disinclined to accepting a lower salary more suitable to a professional graduate.

I hope my education, past experience, and passion for financial management complements the requirements desired at your firm and I hope it will encourage a rewarding conversation between us. I have enclosed a resume so you can better understand who I am and posted references online at the following URL: <http://www.linkedin.com/in/mbaanalyst>.

Please note while a position at your firm would certainly be considered a career transition, I have some related experience during the three years with Live Hosting where I fulfilled the role of company's CFO and head of data center operations.

Respectfully,

A handwritten signature in cursive script that reads "Andrew J. Young". The signature is written in dark ink on a light-colored background.

Andrew J. Young, MBA

**Andrew J. Young**  
[andrewyoung.mba@gmail.com](mailto:andrewyoung.mba@gmail.com)  
310-424-9632

## SUMMARY

MBA graduate, member of the CFA Society of Houston, & Level 1 candidate in the CFA program focused on finding an entry-level position in the investment analyst community. Well-organized, detail-oriented professional with financial management, analytical, and presentation experience who has demonstrated a successful record of accomplishment utilizing sharp analytical skills while continually improving knowledge and understanding in securities analysis.

## EDUCATION & PROFESSIONAL DEVELOPMENT (G.P.A. 3.86)

**Rice University** – Glasscock School of Continuing Studies in Finance (CFA exam prep)

**University of Phoenix** – Traditional classroom based MBA Graduate

**University of Phoenix** – Traditional classroom based BS/BA

## PROFESSIONAL PROFICIENCIES

- Quantitative Analysis
- Financial Analysis
- Business Valuation
- Investment Analysis
- Program Management
- Team & Project Coordination
- Microsoft Project, Excel, & PowerPoint
- Strong Technology Background

## EXPERIENCE

### INDEPENDENT CONSULTANT

**2005 – Present**

#### *Senior Program Consultant/Instructor*

Part-time Consultant/Instructor of after school science programs for inner city kids in the Houston area school districts while completing the CFA study programs at Rice University. Responsible for numerous contract renewals, awarded five new contracts in the 06/07 school year. Jump-started the company's first high-school program. Led 2007 instructor training program. Received exceptional praise from multiple clients and twice offered a permanent position as Territory Manager. Turned down an associated partnership in Crayola products franchise by company owners to pursue a career in investment analysis.

### HEIFER CAPITAL, Inc. IT Operations Services, Sugar Land, TX.

**2001 - 2004**

#### *President*

Started and managed all aspects of this self run business while earning an undergraduate at University of Phoenix. Managed the company's books, cash flow, taxes, and bank accounts. Provided infrastructure designs, off-site storage, email services, solution deployment consulting, and client training. Clients included ADT security and Tyson Foods. Also during this time worked for Foxconn EMS (a research division of HonHia Industries) and designed two of the most feasible autonomous research computing platforms tying into IBM and Hewlett Packard's computing networks. Offered an opportunity to join the North American Information Technology Group by the NAIT's Senior Vice President.

### LIVE HOSTING, LLC. Houston, TX.

**1998 - 2001**

#### *Vice President Operations – CFO - Senior Analyst*

One of the originating partners and key player in developing the original business, strategic, and financial plan. Raised a half million dollars in private funding for Live Hosting's internet data center. Responsible for the company's books, cash flow, and bank accounts. Also, prepared financial projections, and investor presentations. Successful in securing an additional 200K in bank & private funding. Coordinated technology operations, long term strategic planning, evaluating new internet technology feasibility, and pre/post-sales technical advisory support to sales force.