

Bank Teller

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EDUCATION

Midwest School (MS)

Bachelor of Science in Finance

Midwest City

Expected May 2014

- **GPA:** Major 3.05/4.00
- **Honors/Awards:** Dean's List Spring/Fall 2013, Recipient of Business Research Award 2013
- **Relevant Coursework:** Bank Management, Principles of Investment, Financial Decision Making, Business Policy and Strategy, Intermediate Economic Theory

WORK EXPERIENCE

REIT Company

Intern

Midwest City

January 2013 – August 2013

- Created an internal filing system for the firm's 110 properties, which was used by senior managers, financial and asset manager, and accountants
- Participated in business meetings between the firm's finance manager, asset manager, and bankers discussing loan terms
- Prepared graphical representation of cash flow from operations and total assets for the past five years, which was included in accountant's reports to the president

RELATED EXPERIENCE

School of Business, MS

Recipient of Business Research Award 2013

Midwest City

April 2013

- Conducted an empirical research on sector risk based on analyzing continuous beta
- Constructed a data set including historical prices of 30 stocks representing the financial, services, and consumer goods sectors, and the S&P 500 during the period 1/1/2002 – 12/31/2012
- Co-authored the written report, which ultimately won \$800

University Planning and Budget Committee, MS

Student Representative

Midwest City

September 2013 – Present

- Evaluated and provided feedback for early separation incentive offers to professors as part of the budget deficit reduction plan
- Discussed strategic enrollment and student retention plan

Appeal Committee Member, MS

Student Representative

Midwest City

June 2012

- Reviewed cases regarding student grade appeal and provided a recommendation to the Dean of Business School on applicable solutions
- Participated in pro-active discussions regarding student actions and possible consequences

SKILLS, ACTIVITIES & INTERESTS

Skills: MS Office Proficiency

Activities: Treasurer of MS UMOJA group

Interests: Traveling, Cooking, Bartending