

Name

Address

Phone | Email

EDUCATION

State University

Location

Bachelor of Arts, Finance

May 2016

- **GPA:** 3.5 / 4.0;
- **Honors:** Deans List: 2 semesters
- **Relevant Coursework:** Financial Accounting, Managerial Accounting, Microeconomics, Macroeconomics, Business Statistics and Probability, Personal Finance

WORK & LEADERSHIP EXPERIENCE

Local Loan Lender

Location

Credit Analyst

May 2014 – Present

- Reviewed financial statements, tax returns, and pro formas to determine eligibility for Small Business Administration Financing
- Selected Project Experience:
 - Reviewed financial statements and credit histories of prospective clients to calculate risk
 - Utilized debt-service coverage ratio, debt-to-income ratio, as well as risk management software to determine the risk of a potential client
 - Performed a cost benefit analysis of transitioning the company's server system
 - Successfully created and pitched a presentation regarding the benefits of maintaining local servers in compared to transitioning to Cloud based servers in order to keep expenses down
 - Assisted in underwriting Small Business Administration 504 loans

Fraternity

Location

Assistant Treasurer

September 2013 – May 2014

- Responsible for restructuring the in-house budget for the 2013-2014 calendar year
- Utilized excel to a extensive degree to analyze and formulate the minimum possible amount of dues per member while being able to maintain and exceed projected expenses
- Strategically allocated over \$190,000 of Fraternity funds to maintain operations and provide sustainable cash flow
- Responsible for the collection of delinquent dues using various communicative tactics, resulting in a 95% collection rate by year end

Local High End Golf Course

Location

Pro Shop Manager

May 2013 – May 2014

- Managed a pro shop and surrounding golf facilities providing authoritative and administrative services to clients regarding our services and products
- Managed various outings and events, and was responsible for the coordination of outside workers and outing operations

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in English

Technical Skills: DNBi Risk Management Software, Photoshop, Excel, Word, PowerPoint

Certifications & Training: Bloomberg Certified

Activities: Student Investment Association, Finance Association, Residential Business Program

Interests: Hockey, Competitive golf, Snowboarding, Reading