

# JESSICA CLAIRE

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## OBJECTIVE

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Junior at the University of South Florida looking for an intern position that will utilize my educational background in the areas of general business, finance, sales, marketing and or operations.

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## EDUCATION

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**Bachelor of Science:** Finance, Graduation Date May 2018

**University of South Florida -** Tampa, FL

- 3.33 GPA

**Studied Finance:** August 2013 - December 2014

**Michigan State University -** East Lansing, MI

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## SKILLS

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Proficient in Microsoft Word,

Microsoft Excel and

Microsoft PowerPoint

Finance Courses

Managerial Accounting

Financial Accounting

Micro and Macro Economics

Self Motivated

Quick Study

Attentive to detail

Willing to learn new things

Team player

Good at time management

Comfortable with public speaking

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## ACCOMPLISHMENTS

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2016 Coordinator for Jimmy V Foundation which raised \$10,000 in a month

2016 Academic All Conference Athlete

2016 Active member of the Brothers of Sigma Alpha Epsilon Fraternity

2015, 2016 Scholarship Athlete of the USF Golf Team American Conference Champions

2015, 2016 Member of the Student Athlete Advisory Committee at USF

2010, 2015 Player in the United States Golf Association Amateur Championship

2015 Player in the Canadian Amateur Golf Championship

2013, 2014 Scholarship Athlete of the Michigan State University Golf Team

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## WORK HISTORY

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**Private Banking and Investment Group Intern,** 04/2016 - 07/2016

**Merrill Lynch Private Banking And Investment Group –** City, STATE

- Complied relevant research to help the team make investment decisions
- Used Bloomberg Terminal to pull relative strength index and fund performance from the teams long term growth portfolio
- Was required to choose at least one ETF per week for the team to add to a model portfolio
- Experienced first-hand stock market trades, client relations and was the first line of service support for incoming team phone calls.

**Golf Trainer,** 04/2015 - 07/2015

**Self**

- Taught a 15 year old who never played golf the fundamental of golf and after two months, the student knew the basics of the game and could play on his own
- Taught students how to train their bodies for a maximum swing and play at their optimum level
- Required persistence, coaching, encouragement, and patience
- Needed to gain the confidence of my students