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# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Head of Investment Banking Division, Goldman Sachs, with an outstanding background in customer service, sales and banking. Was also Business Manager for CNN and a Business Director for the New York Times. Addresses all questions and concerns with customer satisfaction in mind. Banking professional successful at cross-selling company products and services. Hardworking and outgoing team member versed in cash handling processes and management principles. Motivated banking professional possessing a strong commitment to customer service coupled with superb communication skills. Builds customer loyalty by effectively resolving problems and quickly processing transactions.

## SKILLS

- Advanced clerical knowledge
- Math aptitude
- Accounting systems and software
- Financial analysis
- Self-sufficient
- Positive
- Cheerful
- People-oriented
- Analytical

## WORK HISTORY

**Head of Investment Banking Division**, 07/2013 - Current

**Sunrise Senior Living** – Tuckahoe, NY

As the Head of the Investment Banking Division (IBD), I set a goal to provide the best-in-class advice to clients. We also invest our money with clients to provide them financial security. As Head of the IBD, I have to decide when to raise funds through stocks for businesses to help their business grow.

**Business Manager**, 06/2013 - 06/2013

**Capital One** – Sunnyside, NY

As Business Manager of the Cable News Network, I managed all of the money earned through advertisements for the network. I also approached companies and convinced them to advertise on CNN. I was also contacted by companies that were willing to pay for their advertisements to be shown on CNN. Executing wire transfers, stop payments and account transfers are other examples of what I did, too.

**Business Director**, 05/2013 - 05/2013

**The New York Times Company** – City, STATE

As Business Director of The New York Times Company, I was responsible for all advertisements in the newspaper. You see, advertisements make up for a good amount of the profit in a newspaper, and most of the time I was contacted by a company before I contacted a company I wanted to advertise. I am also held accountable for all of the money earned ending up into each person's respectable bank account.

## EDUCATION

**Ph.D.:** Business, Current

**MIT Sloan School of Management** - 50 Memorial Dr E52-325, Cambridge, Massachusetts

**MBA:** Business, 2013

**MIT Sloan School of Management** - 50 Memorial Dr E52-325, Cambridge, Massachusetts

**BBA:** Business, 2013

**Harvard Business School** - 117 Western Ave, Allston, Massachusetts

**High School Diploma:** International Baccalaureate, 2013

**Stanton College Preparatory High School** - 117 Western Ave, Allston

## ACCOMPLISHMENTS

2nd Place Florida Stock Market Game, Mr. Williams' 7th Grade Class, 2012-2013

Griffons Team Civics Award, 2012-2013

Student Body Vice President, 2012-2013

NJHS Member, 2013-2014

Duke TIP SAT Recognition Program

## CERTIFICATIONS

Chartered Market Technician (CMT) Certification

Microsoft Office Specialist (MOS) Certification

Passed Series 7 Exam (To Become Head of Investment Banking Division, Goldman Sachs)

Certificate of Business Management