

**Financial and Investment Analyst**

Well qualified for positions as a financial or investment analyst requiring superb analytical skills

**FORMAL EDUCATION**

**Bachelor of Science (2001)**  
**Business Administration (Finance)**  
*Summa cum Laude - GPA 4.0*  
*Drexel University, Philadelphia*

**Relevant courses:**

- Investments & Securities
- Investment Analysis
- Risk Management
- Financial Institutions
- Capital Budgeting
- International Business
- Money & Capital Markets

**Undergraduate studies:**

*University of Texas - GPA 4.0*  
*Austin Community College - GPA 3.6*

**Honors**

*Highest GPA in Business - 2000-2001*  
*Dean's List - 1996-2001*  
*Member, Beta Gamma Sigma*  
*Member, Golden Key Honor Society*  
*Member, Financial Mgmt. Association*  
*Member, Drexel Honors Society*

**AREAS OF STRENGTH**

- Strong communication skills
- Analytical problem solver
- Proficient in statistical analysis
- Skilled in financial analysis
- Superb investment analysis skills
- Time management skills
- Driven to learn-apply new ideas
- Dedicated and self-motivated
- Highly professional
- Proven leadership capabilities
- Complete command of:
  - Excel
  - Access and PowerPoint

**PERSONAL PROFILE**

All academic studies have been self-financed or aided by earned scholarships. As a recent graduate, interests lie in a career path with heavy analytical duties and responsibilities. Highly astute, energetic, and team spirited with a strong work ethic able to fill numerous financial and investment roles. Accurate, precise, and highly ethical in all work-related assignments - able to immediately contribute to corporate financial goals and objectives. Comprehensive experience in environments with problem resolution, economic, and business functions, all in time-critical, fast-paced and high-volume settings. Outstanding academic and practical training in financial and investment areas. Fast learner with high energy and a drive to exceed expectations. Extensive experience, with a significant level of success, in the management of a private investment portfolio. Outstanding comprehension of financial elements including assets, liabilities, cash flow, risk analysis, budgeting, investment strategies, money, and capital markets.

**SUMMARY OF QUALIFICATIONS**

- Experienced in balancing priorities for short-term and long-range goals
- Able to coordinate multiple projects and meet deadlines under pressure
- A strong history of completing projects on time and within budget
- Equally effective working in self-managed projects or as a team member
- Ability to adapt quickly to challenges and changing environments
- Recognized as a creative and practical problem-solver
- Energetic, positive, and self-motivated
- Enthusiastic, creative, and willing to assume increased responsibility

**PROFESSIONAL EXPERIENCE***Accounting Intern*

**Amtrak, Philadelphia, PA**

**2000**

- Analyzed corporate and individual station accounts
- Reconciled financial records and statements with General Ledger
- Investigated discrepancies and prepared resolution reports

*Administrative Assistant and Trainer*

**Legal Offices and a Customer Service Facility, Austin, TX**

**1996 -1999**

- Worked in fast-paced and high-volume environments
- Extensive problem resolution responsibilities

*Human Resource Director - Office Manager*

**National Market Share, NY, NY**

**1993 - 1995**

- Started as a Personnel Assistant with fast-track promotion to HR Director
- Established a regional office in Illinois, on time and on budget
- Functioned as an operational analyst revamping office procedures
- Managed and monitored a \$2M annual budget, prepared variance reports
- Managed payroll records, A/R, A/P, and prepared monthly analytical reports

**FURTHER INFORMATION AVAILABLE UPON REQUEST**