

Dylan Barstow

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December 2019 Graduate

Team Player, Organized, Cooperative, Punctual, Polite, Hardworking, Motivated

EDUCATION

Lindenwood University, Robert W. Plaster School of Business (Winter 2019)

B.S. Business Administration with emphasis in Entrepreneurship

Current GPA: 3.4 – Deans List, Spring 2018

- Delta Sigma Pi (Business Fraternity) - Chancellor, Finance Chair, & Fundraising Chair
- National Society of Leadership and Success
- Accounting and Finance Club

EMPLOYMENT EXPERIENCE

Advantage Capital Partners

June 2018 – August 2018

Investment Team Intern

- Researched potential investments and prepared summaries which were used by the portfolio managers for underwriting
- Audited loan documents and established covenant requirements for all active investments
- Identified and resolved insurance related discrepancies in loan documents
- Participated in weekly investment calls with portfolio managers; assigned a variety of follow up tasks

Enterprise Bank & Trust

Records Management Specialist

December 2017 – Present

- Analyzed loan documents to identify and correct key contract discrepancies
- Managed and updated database of acquired bank records
- Audited and reconciled real estate tax information
- Restructured file storage room used to store permanent company records to streamline the accessibility of documents

Bank Teller (Seasonal)

Summer 2016 – Summer 2017

- Processed standard teller transactions for customers including servicing client accounts, accepting loan payments, managing safe deposit box payments, cashing checks, balancing cash drawers, handling night deposits, correcting discrepancies
- Floated among St. Louis branches based on branch staffing needs which required the need to quickly establish credibility with peers and to delivery excellent client service
- Adhered to strict branch operations policies and procedures
- Answered incoming calls and directed them towards appropriate staff member

Summer Intern

Summer 2015

- Worked for various departments including Facilities, Records Management, and Human Resources
- Performed various duties including reorganizing temporary storage room
- Loaded data into HR system, Workday
- Cleaned out obsolete records

LEADERSHIP EXPERIENCE

- *Captain* – Ladue Horton Watkins Varsity Baseball
- *DECA* – Ladue Horton Watkins High School
- *Counselor* – Ladue middle school sixth grade camp