**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