

Objective

A diversified Graphic Designer, Computer Technician, and Creative Talent with over 5 years of experience in the Entertainment and Graphics industries. Brings strong technical skills and customer service.

Skills

Excel, Powerpoint, Salesforce, HTML, CSS, Javascript, Research, DCF Valuation, Pivot Tables, VBA.

Work Experience

Operations Intern/Co-ordinator

ABC Corporation - June 2014 – August 2014

- Analyzed both qualitative and quantitative rating drivers to assist analysts in creating their rating reports.
- Conducted research on legal risk, country risk, management risk, in addition to other qualitative factors.
- Reviewed bond pricing models and data from solicited customers. Operations Intern Supported the Operations and Sales teams.
- Interacted with potential clients to understand and evaluate business needs. Invited back for a second summer with a larger role in client support and operations.
- Identified and executed process improvements to Salesforce.com to better manage parent and subsidiary company information.
- Produced and analyzed reports to streamline and organize leads into new territories using Excel.
- Managing relationships with the drivers have given the appreciation of how vital they are and how important their happiness is to the industry.

Operations Intern

ABC Corporation - 2009 – 2014

- January 2013 Obtained hands on experience in many facets of daily operations in a start-up environment.
- Incorporated aspects of finance, sales, marketing, and account management.
- Responsible for analyzing high profile accounts, resulting in 25-90% increase of productivity and value added for two of our largest clients.
- Developed data and financial models to provide improved visibility and value for customers.
- On the job training in SQL, Linux, and many database applications.
- Hands on experience in upstream and downstream settings in order to maximize product utilization and troubleshoot usage issues.
- Analyzed product failure rates and modes, identified significant issues, and saved the company approximately \$17,000 in recovered inventory..

Education

Bachelor of Science in Finance - (New York University, Leonard N. Stern School of Business)