

## OBJECTIVE

To obtain an entry-level financial analyst position while effectively learning my duties and utilizing my skills in order to develop into an efficient team member

## SUMMARY OF SKILLS

Ability to work with diverse groups of people, utilizing excellent communication, analytical, and problem solving skills with the purpose of achieving company goals

## EDUCATION

### University of Connecticut - Storrs, CT

Bachelor of Science in Business      May 2014

Major: Real Estate Finance      GPA: 3.39

## COMPUTER SKILLS

Proficient in Microsoft Office Suite including Excel, Word, and PowerPoint

## EXPERIENCE

### Greater Hartford Association of Realtors (GHAR) - West Hartford, CT

*Member Services Internship*

*Fall 2013*

Completed data processing while focusing on account receivables

Utilized GHAR database to assist members with various questions and concerns

### Rein Teen Tours - West Coast, USA

*Assistant Director for Western Adventure Tour*

*Summer 2013*

Successfully managed a \$10,000 budget for the tour

Managed 47 teenagers in various activities over 28 days in 9 different states

Prepared expense reports while communicating them to the accounting department

### University of Connecticut Procurement Center - Storrs, Connecticut

*Student Administration Assistant*

*Summer 2012*

Calculated cost of multi-million dollar campus projects

Analyzed financial reports for completed and ongoing projects

Revised contracts and purchase orders for various vendors

### Leon L. Levy and Associates - Voorhees, NJ

*Intern*

*Summer 2011*

Restructured and reorganized client database to improve communication systems

Evaluated financial reports for clients while utilizing basic accounting principles

## ACTIVITIES

### Habitat for Humanity

*Summer 2010*

Volunteered to work on homes in communities around the country

Taught new volunteers construction skills needed to improve time management

### UConn HuskyThon Philanthropy

*Fall 2010-Spring 2014*

Raised money for the student ran philanthropy while becoming my organization's top fundraiser over the past two years

## ORGANIZATIONS

### Alpha Epsilon Pi Fraternity

*Spring 2013*

*Recruitment Chair*

Developed and implemented a \$2,300 budget to market the fraternity while responsible for recruiting new members and event management

Managed and assigned roles in committee in order to be more efficient and improve time management for the recruiting process