SOFIA ALVAREZ

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# EDUCATION

**B.A., Economics** (Economics Honors Program)May 2013

The University of Texas at AustinGPA 3.6

Certified Business Foundations: UT McCombs School of Business

# ACADEMIC PROJECTS

*The Liberal Arts Entrepreneur,* UT AustinSpring 2012

* Selected as one of 20 students to participate based on an independently conceptualized startup idea.
* Researched and wrote a comprehensive business plan, including market analysis, financial forecast, implementation strategy, management model and marketing plan.
* Designed multi-media presentations to pitch the startup for venture funding and to market the business.

*Money and Banking: Stock Market Development*, UT Austin Fall 2011

* Examined the determinants of stock market development and focused on strong correlation between stock market and financial intermediary development.
* Completed 25-page research paper demonstrating that U.S. stock market determinants indirectly contribute to the global economy.
* Created and delivered a PowerPoint presentation to 100+ students detailing research results and conclusions.

# EXPERIENCE

**The Bank of New York, Inc.**New York, New York

*Relationship Management Intern* Summer 2012

* Researched legal information on custodial, fund accounts, transfer agency and foreign sub-custodial agreements.
* Designed an online filing system for all pertinent mutual fund data.
* Developed an index of investor charges through investigation of fee schedules.
* Systemized and formatted legal compliance agreements and created efficiency procedures for office operations.
* Facilitated weekly presentations to senior-level management detailing market updates, trends and public sentiment.

**AngelouEconomics**  Austin, Texas

*Economic Research Intern* Spring 2011

* Analyzed economic and business trends to create growth strategies for 12 community clients.
* Collected and manipulated thousands of pieces of data using online research tools and Excel spreadsheets.
* Synthesized information to create informed suggestions and prepared presentations with pitch suggestions.
* Presented data and conclusions to project managers who subsequently took the information directly to clients.

**A.G. Edwards** Austin, Texas

*Broker’s Assistant* Fall 2010

* Monitored back office clearance of stock transactions.
* Conducted research of NYSE companies to determine profitability.
* Managed account database of 5000+ records for easy and up-to-date access by brokers.
* Increased clientele by 20% through professional cold calls and site visits.

# SKILLS

*Research & Analysis*: Bloomberg, Hoover’s, LexisNexis, Times Series Processor, Vault

*PC Experience*: Excel, Word, PowerPoint, Outlook

*Language:* Advanced Spanish