

VINCENT M. GONZALEZ

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OBJECTIVE: To secure a position where I can leverage my skills to discover trends, opportunities and improve customer relationships and sales. I am proficient with Visual Basics Applications, Salesforce, MS Office and can quickly adapt to most proprietary internal databases.

EXPERIENCE

American Stock Transfer & Trust Inc., NY

Proxy Analyst

1/2019 – Present

- Supervise daily meetings with various department heads.
- Responsible for the creation and presentation of group status for daily meetings.
- Create reports for clientele and internal departments.
- Responsible for creating and maintaining web hosting sites for corporation's clients.
- Timely processing of incoming proxy votes.

Assistant to Head of Sales

3/2015 – 12/2018

- Generated leads through customized reports that compiled data from several databases.
- Responsible for billing & Salesforce.com (SFDC) analytics.
- Responsible for ad hoc reports for the Sales & Management team.
- Responsible for cost allocation of vendor invoices.
- Managed billing files & calculated billing totals.
- Managed marketing collateral for marketing campaign's

Business Development

8/2014- 2/2015

- Responsible for creating customized reports for middle and upper-level management
- Organized & maintained billing files
- Coordinating client requests for mailings & distribution
- Compilation of KYC (Know Your Customer) forms to assess client's level of risk
- Data entry & maintenance of SFDC opportunities and the managing of our sales campaign for our financial printing division.

Sales Intern

2/2014 – 7/2014

- Attended sales calls to discuss potential client cross-sell opportunities, distribution and updated our internal database.

MetroPlus Health Plan, NY**Learning and Organizational Development Intern****11/2013 – 2/2014**

- Facilitated student internship orientation, researched practical qualities for managers, and created an online training module for management titled “Qualities of an Effective Manager” utilizing Articulate software, prepared classrooms for instructors & provided feedback regarding their training courses.

Member Retention Intern**9/2013 – 11/2013**

- Responsible for contacting plan members, documenting their overall experience and their satisfaction and concerns with the plan.

Mailroom Intern**6/2013 – 9/2013**

EDUCATION

Associate of Arts in Business Administration, LaGuardia Community College, June 2016

VOLUNTEER EXPERIENCE

WE ACT New York

- Lobbied Congressmen Robert J. Rodriguez (68th Assembly District) to fund NYC student MetroCards.

References

Available upon request