Chris Isles

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**SUMMARY OF QUALIFICATIONS**

* Thrive in team environments and have taken on leadership roles throughout my professional career
* Proficient in Word, Excel, PowerPoint, Outlook, and Access
* Strong written and oral communication skills

**EDUCATION**

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| **Portland State University**  Post-Baccalaureate Certificate in Accounting  Accounting GPA 3.06 | **Expected Graduation 2013**  **CPA Exam Eligible December 2013** |

* Pursuing a Post-Baccalaureate Certificate in Accounting with emphasis on reporting procedures and job-costing.

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| **Oregon State University**  Bachelor of Science in Political Science  Political Science GPA: 3.39 | **2010** |

* Graduated with a major in Political Science, with emphasis the United States’ foreign policy and international political economics. Also completed senior thesis on the financial collapse of 2008, for which I received the highest marks.

**EXPERIENCE**

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| **Merrill Lynch**  Intern | **Portland, Oregon** | **June to August 2012** |

* Developed strategies for hypothetical clients regarding to their overall financial standing and long term goals. Such strategies included attention to asset allocation with focus on individual risk tolerance and the effective management of retirement accounts.
* Operated under experienced financial advisors while learning proper techniques of creating open lines of communication with current clients, effective methods of creating business-to-business relationships, and methods of potential client recruitment.

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| **Mercy Corps Northwest**  Intern | **Portland, Oregon** | **January to May 2012** |

* Conducted SWOT analyses with regards to prospective clients’ business plans while maintaining communications with prospective borrowers as to how improve their business model.
* Processed checks, filed important documents, maintained clients’ records with regards to their loan payments, and removed liens from our clients’ property through correspondence with the office of Oregon’s Secretary of State.

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| **Kitzhaber 2010**  Field Organizer (promoted from Intern) | **Portland, Oregon** | **May to November 2010** |

* Developed effective leadership skills in the early months of the 2010 gubernatorial campaign and was promoted from Intern in the final months of the election cycle.
* Interacted frequently with voters by means of canvassing, phone calls, speaking at functions, and other forms of field work to persuade the general public to volunteer for Governor Kitzhaber.

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| **Starbucks Coffee Company**  Barista | **Portland, Oregon** | **April 2006 to June 2007** |

* Provided a superior quality of product at a very rapid pace while working in a team-focused environment.

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| **Hollywood Video**  Shift Lead (promoted from Clerk) | **Portland, Oregon** | **July 1998 to April 2006** |

* Oversaw day-to-day operations with regards to all aspects of store management, including the counting of tills, handling cash deposits, and maintaining a positive work environment to encourage repeat business.