

Briannah Brooks

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EDUCATION

University of Southern California

Bachelor of Science in Business Administration

Los Angeles, CA

December 2019

Fresno City College

Business Administration major

Fresno, CA

December 2017

- **Cumulative GPA:** 3.68

WORK & LEADERSHIP EXPERIENCE

Bank of Montreal Capital Markets

Investment Banking Analyst

San Francisco, CA

January 2020 – Current

- Prepared investment committee materials for potential investments that include financial analysis, market research, due diligence findings, and returns analysis
- Created pitch books for current transactions and potential clients and performed comparable companies, leveraged buyout, and precedent transaction analysis in Excel
- Performed market analysis on various technology subsectors and analyzed segment trends to support general themes and create theses

Morgan Stanley

Investment Management Intern

Long Beach, CA

May 2019 – September 2019

- Consistently exceeded client prospect goals with an average range of 15-30 leads per day compared to the typical goal of 9 per day
- Developed persuasive arguments to generate productive leads to promote new profitable corporate business client relationships
- Learned the nuances of the investment management industry and assist in building and maintaining durable client portfolios

USC International Academy

Financial Analyst Assistant

Los Angeles, CA

January 2019 – May 2019

- Analyzed and applied monthly procurement card reconciliations and expenses via ledger software to balance accounts used in managerial planning and budgeting
- Reviewed and recorded financial account status report expenses and reimbursements used in activities and operations accounts
- Maintained and reviewed student, agent, faculty, and vendor financial accounts and identified any discrepancies

USC International Academy

Activities and Faculty Coordinator

Los Angeles, CA

January 2018 – January 2019

- Created an automated process to collect data used to create academic programs and assess faculty by surveying over 40,000 international students
- Researched international student experiences used to devise a marketing plan to appeal to new industry segments and increase application rates
- Created presentations used at student information sessions that support partner programs and activities that resulted in surpassing sign-up goals

Total Image Aveda Spa

Product Assistant

Modesto, CA

August 2017 – December 2017

- Increased product sales by researching and developing quarterly marketing plans with Aveda corporate representatives
- Analyzed and reported customer data used in developing promotional events and services yielding an 11% increase in retention rates
- Gathered data via client surveys conducted post consultations used to fine-tune salon practices and increase market share

SKILLS, ACTIVITIES & INTERESTS

Technical Skills: Microsoft Office, HTML, CSS (bootstrap)

Certifications & Training: FINRA Series 63, 79, SIE

Activities/Interests: Marshall Business Network, Smart Woman Securities, Snowboarding, Wakeboarding