

Solmayra Guerrero-Baez
8 Flaherty Way
South Boston, MA 02127
617-596-2313
solmayraguerrero@gmail.com

OBJECTIVE

To obtain a position where I can apply my experience and education in a challenging and progressive environment that also allows for future advancement.

EDUCATION

University of Massachusetts Boston
Bachelor of Science in Management
Concentration in Finance

August 2015

SKILLS

- Proficient in the use of Microsoft Applications such as Word, Excel, PowerPoint, Internet & Email
- Excellent interpersonal, multitasking, time management and organization skills
- Bilingual; fluent in Spanish & English

WORK EXPERIENCE

State Street Corporation Boston, MA

Financial Intern

April 2013- Present

- Generate, verify and deliver cash sheets to a large number of clients on strict deadlines
- Ensure all expenses are paid accurately and on time for all clients
- Take in all receivables and verify exceptions
- Adhering to established operating, risk, and compliance controls and standard operating procedures
- Reconciled custody to accounting cash & share records
- Resolved all exceptions or escalated issues by deadline
- Monitored all overdrafts and ensured that cause of overdraft is accurately communicated, while elevating potential issues to management
- Post cash receipt/disbursement entries to custody and accounting records

Best Buy Boston, MA

Hiring and Training Coordinator

Sep 2009- Jan 2013

- Sifted through and contacted hundreds of online applicants to fill positions within the store
- Conducted phone interviews to gauge potential candidates, saving time for upper management
- Compiled and maintained employee and recruiting files, increasing organization and accessibility
- Developed a system to organize employee-training progress using an Excel spreadsheet
- Synthesized and finalized weekly schedules per department, increasing labor efficiency by 20-30%
- Budgeted and facilitated store events, as well as maintaining a stock for food items for employees

YMCA-Central Branch Boston, MA

Receptionist

Dec 2008-Aug 2009

- Answered Phones
- Creating and entering schedules in the system
- Greeted members into the facility and gymnasium
- Performed general office duties