LEE SETZEN

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EDUCATION

Boston University School of Management; Boston, MA **May 2015**

Bachelor of Science in Business Administration, Concentration in Finance

Activities: **BU Stock Trading Club,** member; **Common Sense Action,** member; **WTBU Radio,** radio show host

Skilled communicator adept at building strong rapport with both coworkers and clientele, including Personal Financial Advisors, Investment Specialists, and potential wealth management representatives. My diverse working experience has led to confirmation of great interest in Wealth Management after working in multiple areas of Finance.

ACADEMIC TEAM PROJECT

The Cross-Functional Core: New Product Project

- Led a team of 10 peers to research and analyze the four "core" functional areas of a business including Operations Management, Information Systems, Finance and Marketing to leverage the four areas to successfully launch a new product
- Developed sustainable operations processes and current information systems to support our product and services (website and app) and performed revenue projections (bases and 3-statement models)

WORK EXPERIENCE

PRESTON TODD ADVISORS; Boston, MA **September 2014 – December 2014**

Research Analyst/M&A Advisory Intern

- Research and analyze companies in the payment technology sector for potential M&A transactions for clients
- Examined and evaluated prospective company's financial statements and other documents to determine if a given company is a candidate for a merger or acquisition

BANK OF NEW YORK MELLON; BOSTON, MA **JUNE 2014 – AUGUST 2014**

ASSET SERVICING/REGULATORY ADMINISTRATION INTERN

- Worked in conjunction with our clients and the SEC to file the required disclosure documents for monthly and quarterly closes; Worked independently to draft, review, and file form N-PX disclosure filings for clients
- Coordinated and executed internal audit for Regulatory Administration department in Asset Servicing for clients taking N-CSR, N-Q, and N-PX services
- Attended various in-person seminars and participated in company-run webinars to learn more about finance, wealth management, and more about how BNY Mellon competes within the finance industry

Wells Fargo Advisors; ALBANY, NY **JUNE 2013 – AUGUST 2013**

Wealth Management Intern/Operations Clerk

- Conducted complex portfolio analyses for 401k accounts in excess of $7,000,000. Restructured the investment plan for those clients with such plans and reinvested in stronger performing mutual funds to maximize returns; Conducted extensive research regarding client portfolios to ensure optimal performance relative to benchmarks
- Coordinated and organized meetings with prospective high-profile clients for the advising team and prepared IRA statements for the entire team's client lists. In addition, prepared hypothetical reports and portfolio reports using InfoMax for current clients

COMMUNITY SERVICE

*Friendship Circle***;** Albany, NY **September 2008 – June 2011**

- Mentor to young children with special needs and coordination of "Sunday Circle", where all of the children in the Friendship Circle program congregated at a local school and were paired off with volunteers to participate in various activities including Karate, Arts and Crafts, and Music lessons
- Visited a family's house with two autistic children every Tuesday for four years to help the children with homework, reading, and played with them to allow for entertainment and socialization

SKILLS

- *Computer*: Proficient in Microsoft Word, Excel, PowerPoint
- *Adept Communicator, Well*-Organized, Excel in Team and Individual Environments