

Rubi Vasquez Reyes

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EDUCATION

University of Massachusetts Boston

09/2011 – 06/2015

Candidate for Bachelor of Science Degree in Business Management, Concentration: Finance
School of Management, Lead Program, Participant (2011 – 2013)

Relevant Coursework: Financial Policy, Theory of Finance, Derivatives and Securities, Investments, Financial Accounting, Managerial Sciences, Managerial Decision Making, Strategic Planning

RELEVANT EXPERIENCE:

Edward M. Kennedy Institute for the US Senate

09/2014-12/2014

Operations and Business Intern

- Organized and compiled hard copies of vendor contract files
- Scanned and filed confidential material according to Institute processes and procedures
- Assisted VP of Finance and Operations with obtaining and preparing information for board meeting presentations
- Actively sought out and contributed to projects and events that enhanced the Institutes impact

State Street

01/2014-09/2014

Mutual Fund Intern

- Risk mitigation through the research and resolution of reconciliation differences for four businesses
- Calculate Net Asset Value (NAV), attribute fund performance and cash forecasting
- Income and trade processing for a variety of financial instruments including equities, fixed income, currencies, and derivatives
- Calculate and post capital stock for shareholder activity
- Security price cleansing and validation

Boston Children's Museum

08/2013 – 01/2014

Assistant Birthday Party Coordinator, Admissions

- Coordinate day-of party logistics including pre-party decorating, food and beverage delivery, and entertainment for children, including face-painting
- Answered parents questions regarding birthday party logistics, pricing, and general museum admissions
- Handle all cash transactions using computerized Point-of-Sale system
- Promote and sell museum memberships to meet customer and museum preferences

Linked-In Marketing (Client: Verizon)

08/2012 – 09/2012

Corporate Trainer

- Educated business owners about Verizon's service updates, promotions and products to help them expand and improve company-wide efficiency
- Uploaded applications to company database and drafted contracts to be reviewed by client and contactor

Boston Children's Museum

09/2009 – 09/2011

Teen Ambassador

- Organized and facilitated educational activities for youth and families
- Answered questions by phone and in-person at the information desk, pertaining to hours of operation, location of exhibits, and special rates and promotions

SKILLS:

Computer: Proficient in Microsoft Office: Word, Excel, PowerPoint, Multi Currency Horizon
Bilingual: Fluent in English and Spanish