
MICHELLE PARRA-GUEDEZ

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262-370-6865

Current Address

1343 McAllister St.
San Francisco, CA 94115

EDUCATION

NORTHEASTERN UNIVERSITY	Boston, MA
Candidate for Bachelor of Science Degree in International Business Administration	May 2014
Concentration: Finance Minor: French	GPA. 3.5
<i>Awards and Activities:</i> Dean's List, University Honors Program, LaCla Scholarship recipient	
REIMS MANAGEMENT SCHOOL	Reims, France
Expatriate year, fulltime academic coursework conducted in French	Sept - Dec 2012

EXPERIENCE

BANK OF AMERICA MERRILL LYNCH	San Francisco, CA
<i>Investment Banking Intern – Public Finance</i>	Jan 2014-Present
<ul style="list-style-type: none">• Drafted underwriting RFPs for clients in California, Nevada, Oregon and Washington• Led Western Region's effort to populate BofAML's Debt Management System for over 20 clients. System is now actively monitoring each client's balance sheet for refunding opportunities• Created and maintained client debt portfolios compiling necessary data from Official Statements, Comprehensive Annual Financial Reports, Budgets, TM3 and Bloomberg• Provided transaction support for California and Oregon clients, which included updating rating presentations and drafting market updates and pre/post-pricing books• Developed models for pricing, cash flows and debt service to identify opportunities for client refunding• Assisted bankers with bond structuring for new transactions entering the market	
BNP PARIBAS SECURITIES SERVICES	Paris, France
<i>Strategic Analyst- New Markets</i>	Jan 2013-Jul 2013
<ul style="list-style-type: none">• Performed economic and market analysis of countries where BPSS is not present to find market potential• Structured business plans to show profitability of a project using P&L and valuation evaluations• Contributed to meetings and prepared presentations to the board of directors, clients and regulators for different projects• Assisted with the implementation of a new project in Bogota and a partnership in Mexico City• Led and presented a study of global fund investments using a Lipper database to strategy team	
PUTNAM INVESTMENTS	Boston, MA
<i>Market Data Analyst Co-Op</i>	Jul 2011-May 2012
<ul style="list-style-type: none">• Reconciled Market Data invoices using FITS• Assisted in outsourcing accounting and custody reports to State Street• Produced reports used for the 2012 budget• Produced and analyzed monthly budget of Market Data expenses by vendors and divisions• Maintained the contract database for Market Data and Procurement	

VOLUNTEER EXPERIENCE

LATINO STUDENT CULTURAL CENTER	Boston, MA
<i>Tutor</i>	Sept 2010-Dec 2013
<ul style="list-style-type: none">• Assisted students in review of class materials	
COMMUNITY SERVINGS	Boston, MA
<i>Kitchen Assistant</i>	Sept 2011-May 2012
<ul style="list-style-type: none">• Prepared meals for clients who are homebound with life-threatening illness	

INTERESTS

COMPUTER SKILLS: Proficient in Windows and MacOS systems, MS Word, MS Excel, MS PowerPoint, FITS, Lotus Notes, Ariba, SDC, DBC, eMaxx
LANGUAGES: Fluent Spanish and English, Operational level French
INTEREST: Traveling, art, ethnic foods