**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