MARY WYNNE

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OBJECTIVE: To obtain a financial analyst position in an international corporation.

EDUCATION: University of South Florida

Major: Finance

EXPERIENCE: Citigroup June 2012–August 2012

Financial Reporting Operations Summer Analyst Intern

Brandon FL

* Created an Access/Excel integrated database with pivot tables, v-lookups and macros based from a SharePoint site for daily data analysis
* Reported weekly metrics utilizing pivot table charts in Excel for comparative analysis
* Created Monthly Operating Reports in PowerPoint to present to management

USF Tennis Club August 2011–May 2012

President

Tampa FL

* + - * Managed 40+ members during each practice
      * Prearranged documentation for team travel monthly
      * Hosted a tournament for fundraising with 100+ attendees

Victoria’s Secret April 2010 – July 2011

Sales Associate

Tampa FL

* + - * Assisted customers with inquiries and transactions
      * Aided in the accomplishment of team selling goals and activities
      * Obtained lead statistic in customer credit card approvals

Qualifications:

* + - * Proficient in Microsoft Access, Word, Excel and PowerPoint
      * Proficient in Wordpress
      * Basic understanding of Visual Basic for Applications
      * Organizational planning via Microsoft Outlook
      * Languages: English, Vietnamese, basic Spanish, basic Arabic

HONORS &

ACTIVITIES : USF Tennis Club

Sports Club Council

Florida Academic Scholar

USF Director’s Award Recipient

Pell Grant Recipient