

Clayton Nabors

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EDUCATION

Collin College

Plano, TX Aug 2018 – May 2020 Core and General Business Studies • Collin College GPA: 3.36/4.0

Southern Methodist University, Dedman College of Humanities & Sciences

Dallas, TX Dec 2022 Bachelor of Science, Economics with Finance Application Subfield in the Economics of Decision Making • Southern Methodist University GPA: 3.56/4.0

EXPERIENCE

Hilltop Securities

Compliance Intern Dallas, TX May 2022 - Present • Drafted suspicious activity reports (SARs) with the Anti Money Laundering team • Assisted in branch examinations and audits • Researched existing and past customers info for SEC 12b-1 fee rebates on mutual funds • Ensuring commodity deals were in compliance with financial regulators

Lloyd D. Nabors Demolition

Administrative Office Assistant Dallas, TX May 2015 – May 2022 • Answer incoming calls and direct them to the appropriate person • Process and organize all incoming invoices • Process all incoming mail • File, fax and make copies of documents • General office organization • Manage and sort all paperwork that is received by field employees • Greet and direct clients to the appropriate person • Assist other office employees when asked

ACTIVITIES & VOLUNTEERING

• Volunteer at a variety of food banks to help organize, clean facility, and distribute food to those in need • Volunteered at a disaster relief facility by sorting through the donations in order to properly package and distribute the items • Volunteered at a retirement center and assisted the nurses and staff with the residents

ADDITIONAL INFORMATION

Computer Skills: Microsoft Office (Word, PowerPoint, Excel) Skills: Detail oriented, very organized, work well with others, customer service, good communication, willingness to learn, work well under pressure