

HANNAH BUCHSBAUM

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EDUCATION

University of Florida, Warrington College of Business

May 2021

Master of International Business

Gainesville, FL

- GPA: 3.9

University of Florida, Warrington College of Business

December 2020

Bachelor of Science in Business Administration, Finance

Gainesville, FL

- GPA: 3.5

PROFESSIONAL EXPERIENCE

United Technologies Climate, Controls & Security

May – August 2018

Finance Intern

Palm Beach Gardens, FL

- Completed the 2017 BE-11 Government Survey by editing the entity control list, distributing appropriate spreadsheets to business units, and entering responses into the Bureau of Economic Activity website to achieve 100% submission rate
- Performed Sarbanes-Oxley internal controls testing, which includes reviewing test procedures, running tests, and providing appropriate electronic support, resulting in confirmation of business operations running legally and ethically
- Utilized Hyperion Financial Management (HFM) to run data grids, look up entity information, complete monthly journal entry analysis, and obtain account balances to complete numerous ad-hoc tasks for the Financial Reporting and Consolidations team

NextEra Energy Resources/Florida Power and Light

June – August 2016

Treasury Intern

Juno Beach, FL

- Created a virtual filing system of bank statement data over the past 24 months, utilizing Microsoft Excel, which increased the efficiency in which analysts on the Cash Management team collect and identify key information for the quarterly review
- Collaborated with the Treasury department on over 10 projects, including referencing Bloomberg data to pitch proposals to financial managers and assisting in a project financing, to acquire funds to endow new company ventures

LEADERSHIP & INVOLVEMENT

University of Florida Business Career Services

Career & Academic Peer Mentor, Assistant Marketing Project Manager

2019 – Present

- Create and publish marketing materials and educational content via LinkedIn and Facebook to provide advice and career expertise to current students, stimulate alumni engagement, and promote the organization throughout the year
- Provide students with tailored resume/cover letter critiques and mock interviews to ensure strong career placements

Warrington Diplomat, External Affairs Committee Chair

2019 – Present

- Plan logistics for scheduling of weekly tours by coordinating with fellow students, university administration, and visiting guests
- Guide prospective and incoming students, donors, and guests through monthly informational tours of the business school
- Selected as one of the Top 35 upperclassmen students to serve as an official ambassador to the Warrington College of Business

University of Florida Warrington College of Business

Course Administrator (Principles of Marketing)

2020 – Present

- Manage Canvas E-Learning course page for 1200+ students each semester by importing grades for assignments, quizzes, and exams and resolving grading discrepancies
- Utilize Microsoft Excel to sort, analyze, and convert grades from various software platforms to ensure grading accuracy

Teaching Assistant (Business Finance, Principles of Marketing, Entrepreneurial Leadership)

2018 – Present

- Assist professors with preparing and presenting course material during bi-weekly classes and host live office hours for students
- Write exam questions based on course material covered in lectures and serve as head proctor during live exams held on campus
- Create detailed rubrics to distribute to students and grade course assignments and projects throughout the semester

University Athletic Association

Content Tutor

2019 – Present

- Create teaching and exam preparation material to teach student athletes topics covered in the Principles of Marketing course
- Hold multiple tutoring sessions per week throughout the semester to reinforce material for better academic performance

ADDITIONAL INFORMATION

Certifications: Microsoft Excel (2010), PowerPoint (2010), Word (2010); Adobe Photoshop CS5 & CS6

ACCENT Speakers Bureau, Director of Partnerships

2019

LinkedIn Campus Editor

2018 – 2020

Heavener Leadership Challenge, Director of Recruitment & Xi Class Graduate

2018 – 2020

Florida Leadership Academy, Class XV Graduate

2018 – 2019