

Kelly Martin

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Career Objective

Self-driven and knowledgeable Finance student with a minor in data science & analytics, adept at conducting in-depth business valuations, analyzing financial data trends, reviewing financial statements, and executing various administrative tasks. Offering well-developed critical thinking skills, strong attention to detail, and important ability to perform well in a team. Presently seeking a Financial Analyst Intern position with a forward-moving company.

EXPERIENCE

Century 21 Alliance, Wappinger Falls — Receptionist

November 2017- August 2018

As a part-time receptionist my responsibilities included greeting clients, taking phone calls, and scheduling appointments for the office and all of the agents.

Allsport Health and Fitness, Fishkill — Receptionist

April 2019 - February 2020

As a receptionist for both the indoor and outdoor clubs my responsibilities included, greeting members, scheduling classes and personal training for members as well as overseeing the monthly membership billing.

Downey Energy, Cold Spring — Receptionist

September 2017 - February 2020

As a receptionist of the billing department at Downey Energy, my responsibilities consisted of; answering the phones, filing paperwork, as well as overseeing customer billing.

Martin Law Firm, Wappingers falls- Receptionist

March 2016 - current

As a receptionist at Martin Law, my responsibilities include; answering the phones, greeting clients, scheduling appointments, filing paperwork, as well as overseeing customer billing.

EDUCATION

Our Lady of Lourdes, Poughkeepsie — High school degree

September 2014 - June 2018

Marist College, Poughkeepsie

Currently earning a business degree with a concentration in finance and a minor in data science & analytics..

GPA: 3.9 Expected graduation december 2022.

REFERENCES & CONTACTS

Tina Sackett

Administrative Manager

Downey Energy

(914) 843-2921

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Allison Prouty

CEO and Founder of Second Bolt

Second Bolt

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