

Paige Junker

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PROFESSIONAL SUMMARY

Disciplined Economics and Finance student seeking an internship to further studies and gain practical experience. Accomplished at gathering and interpreting quantitative data (such as performing quantitative analysis and producing visuals such as graphs that show the differences between variables), and reporting. Flexible, results-oriented, self-started, proficient in Word, Excel and PowerPoint.

EDUCATION

University of San Diego	San Diego, CA
Bachelor of Arts in Economics	Expected Graduation: May 2021
Minors in Business Finance and Business Analytics	GPA: 3.2
John Cabot University	Fall 2019

EXPERIENCE

Wealth Management Summer Analyst	July 2019 - August 2019
Morgan Stanley—St. Paul, Minnesota	
- Supported the Branch Manager and Financial Advisors in servicing private clients	
Sales Associate	January 2017 - Present
Evereve—Edina, Minnesota	
- Develop and manage new and existing client relationships in order to meet and exceed sales goals.	
- Collaborate with management to manage inventory—receive and record new stock, monitor stock levels, and streamline inventory.	
- Partner with management on improving client communication.	

ACTIVITIES AND SOCIETIES

Member of Alpha Chi Omega	January 2018 - Present
• Vice President of Membership Programming	
- Develop and manage relationships with local businesses, organize chapter events, and create unity within the chapter.	
• Assistant Vice President of Finance	
- Worked closely with the Vice President of Finance to develop chapter budgets, collect outstanding dues, and pay chapter bills.	
• Fundraising Chair	
- Supported the Vice President of Philanthropy to raise money through chapter events for the Alpha Chi Omega Foundation and other local women's organizations.	
• Marketing Committee Member	
- Coordinated with the Vice President of Marketing on chapter social media and recruitment events.	
• Philanthropy Committee Member	
- Worked with the Executive Board to plan Philanthropy events for Domestic Violence Awareness.	
Equestrian Club Co-Captain	January 2018 - May 2019
- Managed travel budgets, team activities and new member recruitment.	
Mathigami Vice President	October 2017 - May 2019
- Mathigami is a program where USD students volunteer to mathematically engage third through fifth graders in underserved communities.	

VOLUNTEER EXPERIENCE

We Can Ride	June 2015 - March 2016
- We Can Ride is a therapeutic horseback riding program that provides occupational therapy for children and adults with disabilities.	

IT SKILLS

Social Media

- Extensive knowledge of Facebook, Twitter, Instagram and LinkedIn.

Programming Languages

- Basic understanding of C.

Tools

- Expert in Microsoft Office.
- Expert in Celerant

CERTIFICATIONS

Microsoft Office Specialist	November 2018 - Present
- License wmsJQ-4ScY	