

Kyle Steven Gleason

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EDUCATION

The University of Iowa, Iowa City IA

December 2015

B.B.A. Finance: Henry B. Tippie College of Business

WORK EXPERIENCE

Financial Crimes Risk Management Intern

May 2015-August 2015

MB Financial Bank

- Performed enhanced due diligence on large group of high risk transfer, legacy, and new customers during a merger of Cole Taylor Bank
- Worked with complex spreadsheets and databases to better organize information and work within the department
- Exhibited strong teamwork and collaborative skills while working with the different groups within Financial Crimes Risk Management department
- Worked within various Bank Secrecy Act and Anti-Money Laundering procedures

Finance/Accounting Intern

May 2014- August 2014

Apex Exteriors Inc., South Elgin, IL

- Assisted the controller in the direction of the accounting functions of the company
- Managed the accounts payables to ensure timeliness and available discounts
- Prepared and monitored all ongoing projects job cost to maintain profitability

Financial Services Representative

March 2013-August 2013

First American Bank, Iowa City, IA

- Handled and monitored a cash drawer of \$7,500 with no faults during employment
- Responsible for opening and closing and to balance all coin, vaults, and ensure safety
- Directed customer in making financial decisions with product/service recommendations

Warehouse Manager

May 2011- August 2012

Apex Exteriors Inc., South Elgin, IL

- Supervised up to 5 warehouse employees to ensure safety under OSHA standards
- Planned delivery schedules, routes, and logistics of 3 delivery drivers
- Handled shipping and receiving material in accordance to the controller of the company

Bank Teller

May 2010- November 2010

West Suburban Bank, Downers Grove, IL

- Handled cash drawer of \$6,000 and performed opening and closing procedures
- Assisted customers in making financial decisions

LEADERSHIP AND ACTIVITIES

Vice President of Finance

November 2012-January 2014

Sigma Chi Fraternity: Alpha Eta Chapter

- Prepared and managed a budget of \$350,000
- Collected, preserved and disbursed all monies as chapter needed and directed
- Served as a member of the Executive Committee in directing of the house

Brotherhood Chairman

January 2014-December 2014

Sigma Chi Fraternity: Alpha Eta Chapter

- Organize and coordinate events with all active members ensuring safety
- Prepared a budget for the VP of Finance for each event to stay within budgeted amount

VOLUNTEER EXPERIENCE

Sigma Chi Derby Days

October 2011/April 2013/April 2014

- Raised over \$400 for Huntsman's Cancer Foundation

Dance Marathon 18/20

February 2012/ February 2014

- Raised over \$600 for the UI Children's Hospital