

Tanya Sharma

tanyasharma7476@gmail.com

848-205-5750

45 Melbloum Lane Edison, NJ 08837

EDUCATION

Rutgers Business School – New Brunswick, NJ

Expected: May 2025

Bachelor of Science: Business Analytics/Information Technology, Finance

GPA: 3.61

- Dean's List Fall 2021, Spring 2022, Fall 2022, Fall 2023
- Selected Coursework: Calculus 1, Management Information Systems, Statistical Methods in Business, Corporate Finance, Investment Analysis, Foundations of Business Programming, Business Data Management

EXTRACURRICULAR ACTIVITIES

- Beta Alpha Psi Member (Fall 2021-Present), Administrative Director (2024-2025)
 - Events Committee (Fall 2022- Spring 2023), Treasury Committee (Fall 2023 - Spring 2024)
 - VITA tax volunteer (2021 - Present)

CERTIFICATIONS:

- VITA/TCE Certification - 2021 Basic Exam & 2022 Advanced Exam, LinkedIn Learning Excel Essential Training, Bloomberg Market Concepts (2023)

SKILLS

- Microsoft Office, Google Education Tools, Financial Accounting, Algebra Concepts, Proficient in Hindi, Beginner SQL, Beginner Tableau, Narrative Process

EXPERIENCE

Treasury Services Intern - Brown Brothers Harriman New York City, NY 06/2024 - Present

- Finance internship where I ran numerous reports, including Principal Sweep results, CMS reporting, Stable Balance averages, etc., and analyzed results for the team.
- Verified 45-50 international deals via the company's trading software, placing money in foreign accounts.
- Cashiered money from nostro accounts for a currency and ran projections on what the end-of-day balance sheet would look like for the currency.
- Participated in a group intern project where we found applicable ways to incorporate AI into the company's global market update processes.

Holman Intern - Internal Audit Mount Laurel, NJ 06/2023 - 08/2023

- Finance and Accounting internship, where I worked under the Internal Audit Supervisor to analyze financial statements and summarize results via Monday.com and Excel.
- I sat in on narrative process walkthroughs, engaging with clients and generating effective questions to draft a narrative on a certain process that needed updating.
- Participated in an internship project through the duration of the internship program for a business proposal researching Technology and Driver safety, which was presented at the end of the summer to executives within the company.

Sylvan Learning Tutor Edison, NJ 01/2022 - 05/2023

- I administered feedback to students using positive reinforcement techniques to encourage and build confidence.
- Starting in the Fall of 2022, I engaged in one-on-one sessions virtually with students for an hour, focusing on mathematical concepts.