

First Name Last Name

City, State Zip Code | emailaddress@gmail.com | xxx-xxx-xxxx

EDUCATION

Elon University

Bachelor of Science in Business Administration

Major: Finance | Minor: Spanish

Honors: Phi Eta Sigma Honor Society, President's List (Fall 2020), Elon Engagement Scholarship

Elon, NC

May 2022

Cumulative GPA: 3.67

Relevant Coursework:

Advanced Managerial Finance | Financial Planning | Investments | Global Finance | Fixed Income Analysis

WORK EXPERIENCE

Bloomberg LP

Client Financial Services Intern

New York, NY

June 2021 – August 2021

- Reduced open accounts receivables by writing off bad debt, escheating unclaimed credit, and applying payments to over 3,000 invoices, leveraging SAP
- Decreased the open balance amount for SSEOMS, a discontinued Bloomberg product, by over \$500,000
- Analyzed five major challenges with the collections process, generated 7 creative solutions to improve efficiency, and presented to 40 leadership stakeholders, resulting in commitment to implement in the team
- Logged detailed collection notes daily for 10 representatives' portfolios to track sales, create qualitative and quantitative data, and drive transparency and insights across the business
- Created positive customer experience by engaging with over 400 clients to answer questions and concerns regarding their invoices

The Juice Pod

Associate Store Manager

Sea Isle City and Avalon, NJ

June 2018 – August 2020

- Managed daily opening and closing procedures, handled all customer concerns, created team schedules, and recommended changes to enhance efficiency of daily activities
- Calculated hours and pay for 14 employees
- Assisted in the onboarding and training of seven new employees, ensuring comprehensive understanding of menu and customer experience
- Collaborated with leadership on innovative menu items, created weekly specials, and developed social media campaigns on Instagram to increase sales
- Managed inventory for over 200 products and submitted daily supply orders

VOLUNTEER EXPERIENCE

Salvation Army Boys and Girls Club

Volunteer

Burlington, NC

August 2019- March 2020

- Supported 50 children from ages six to ten at the free after school program in an underdeveloped area of Burlington, NC
- Encouraged and motivated eight children individually with completing their homework
- Provided mentorship to seven students, resulting in the development of meaningful relationships

Elon University Note Taker

Volunteer

Elon, NC

August 2020- December 2020

- Recorded notes in Principles of Management for seven students with learning disabilities through active listening
- Uploaded detail-oriented notes to the Office of Disabilities weekly

CERTIFICATIONS & SKILLS

Technical:

- Bloomberg Market Concepts Certification
- Microsoft Office Excel Specialist 2016
- SAP

Language:

- Proficient in Spanish