

## Preferred Full Name (Personal Pronouns)

City, State

Updated LinkedIn URL

Phone Number

Email

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### EDUCATION

**SUFFOLK UNIVERSITY, SAWYER BUSINESS SCHOOL**

Boston, MA

**M.B.A.** candidate, Finance Concentration

Sep. 2018–May 2020

GPA: 3.7

- Relevant Courses: Multinational Financial Management, Investment Analysis, Portfolio Management, Financial Forecasting
- International Business Seminar: Munich and Frankfurt, Germany, May 2019
- Vice-President, Graduate Student Association, 2019-2020

**VIRGINIA COMMONWEALTH UNIVERSITY**

Richmond, VA

**B.A., English**, *cum laude*, Minor in Philosophy

Aug. 2012–Jan. 2016

GPA: 3.6, Honors Student

- Tennis team
- Study abroad: Barcelona, Spain, Spring 2015

### EXPERIENCE

**SUFFOLK UNIVERSITY, FINANCE DEPARTMENT**

Boston, MA

*Research Assistant*

Sept. 2018–present

- Conduct research on financial forecasting and modeling
- Present findings in an organized report to department chair

**ABC INVESTMENT ADVISORS**

Cambridge, MA

*Performance Measurement Analyst*

Jan. 2015–Sep. 2018

- Audited and analyzed the investment performance of institutional accounts for major clients
- Performed variance analysis of equity and fixed income accounts
- Analyzed workflow processes and implemented procedural and flowchart documentation that reduced errors by 20%

**BROWN BROTHERS HARRIMAN & CO.**

Boston, MA

*Mutual Funds Administrator*

Mar. 2013–Jan. 2015

- Administered mutual fund investments in emerging markets with assets totaling \$300 million
- Ensured accurate and timely valuations of all assets within the portfolios with emphasis on international securities, stock-index futures and options, and exchange rate hedges
- Designed new spreadsheets that increased reporting capabilities and reduced errors
- Received employee recognition award for outstanding performance

### SKILLS

Computer: Intermediate in Microsoft Word, Excel, Access, PowerPoint; HTML, Bloomberg, SPSS  
Languages: Fluent in Spanish

### ACTIVITIES

Boston Cares Project Leader and Volunteer, 2018–present  
Treasurer of VCU Community Service Club, 2016

### ATHLETICS

VCU Intramural Soccer Team Member, 2018–2020  
Boston Latin Varsity Basketball Team Member, 2010–2012