

Beth L. Wilton

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Boston, MA 48104

617-761-5268
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EDUCATION

SUFFOLK UNIVERSITY, SAWYER SCHOOL OF MANAGEMENT

Boston, MA

MBA candidate, Finance Concentration

May 2006

- Relevant Courses: Multinational Financial Management, Investment Analysis, Portfolio Management, Financial Forecasting
- International Business Seminar, Stillwell School, Chongqing, China, May 2001
- GPA: 3.7
- Vice-President, MBA Association

VIRGINIA COMMONWEALTH UNIVERSITY

Richmond, VA

BA in English, Minor in Philosophy

May 1996

- GPA: 3.6, Honors Student, graduated *cum laude*
- Tennis team, 1993-1995; Treasurer of Community Service club

EXPERIENCE

SUFFOLK UNIVERSITY, FINANCE DEPARTMENT

Boston, MA

Research Assistant

Sept. 2001– present

- Conduct research on financial forecasting and modeling

FLEET INVESTMENT ADVISORS

Boston, MA

Performance Measurement Analyst

Jan. 2000 – Sept. 2001

- Audited and analyzed the investment performance of institutional accounts
- 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. 1998 – Nov. 1999

- 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

GRANT THORNTON

Boston, MA

Senior Auditor

April 1996 – Jan. 1998

- Audited consolidated accounts of a telecommunications company and a start-up subsidiary.
- Supervised assistant auditors and led audit team engagements

SKILLS

Computer: Microsoft Word, Excel, Access, PowerPoint, Lotus Notes, HTML, Bloomberg
Languages: Fluent in French

COMMUNITY ACTIVITIES

Boston Cares Project Leader and Volunteer, 1999-present