

Preferred Full Name (Personal Pronouns)

City, State

Updated LinkedIn URL

Phone Number

Email

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