### Beth L. Wilton

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# **EDUCATION**

**Suffolk University, Sawyer business school** Boston, MA

**MBA** candidate, Finance Concentration May 2020

GPA: 3.7

1. Relevant Courses: Multinational Financial Management, Investment Analysis,   
   Portfolio Management, Financial Forecasting

* International Business Seminar
* Munich and Frankfurt, Germany, May 2019

1. Vice-President, Graduate Student Association,

**Virginia Commonwealth University** Richmond, VA

**BA in English** *cum laude*, Minor in Philosophy 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

1. Conduct research on financial forecasting and modeling
2. Present findings in an organized report to faculty head

**ABC Investment Advisors** Cambridge, MA

*Performance Measurement Analyst* Jan 2015­ – Sept 2018

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

**Brown Brothers Harriman & Co.** Boston, MA

*Mutual Funds Administrator*Mar2013 – Jan 2015

1. Administered mutual fund investments in emerging markets with assets totaling $300 million
2. 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
3. Designed new spreadsheets that increased reporting capabilities and reduced errors
4. 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, 2012