

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2015

Major: Finance

Major GPA: 3.2

ACTIVITIES: Temple University Investment Association, 2014 - present

Rho Lambda Honor Society, 2012 - present

Delta Zeta Sorority, 2012 – present

Yoga Club, 2011 – present

YMCA Teen Leaders, 2009 – 2011

EXPERIENCE:

LINCOLN FINANCIAL ADVISORS, Cherry Hill, NJ

Fall 2014 Intern

August 2014 – December 2014

- Created reports for individual clients that I later compiled into a 30+ page booklet for the planner to directly show the client.
- Analyzed and created charts comparing different investments and market indexes, which the financial planner used to diversify clients' asset allocations.
- Conducted phone interviews and evaluated internship candidates on thoughtfulness of answers as well as ability to use relevant software.

HOWARD GITTIS STUDENT CENTER, Philadelphia, PA

Information Desk Attendant

August 2012 – December 2013

- Assisted customers with directions and various university and city life questions at a student center of an urban university with 40,000 students.
- Ensured safety and decorum in the student center atrium, as well as operated the building's lost and found center for IDs and other losses.
- Set up areas for organizations and vendors to promote products/events, including marketing supplies, such as posters, flyers, and tables for atrium reservations.

INSURANCE QUOTE EXCHANGE, King of Prussia, PA

Business Development Intern

August 2012 – November 2012

- Sent out questionnaires to potential affiliates, as well as integrated company information into the database of a data-driven organization.
- Assisted in data analysis by organizing tables, charts, and comparisons.
- Helped with correspondence between the company and potential clients/affiliates, which included phone calls, emails, and website maintenance.

SKILLS AND LANGUAGES:

- Microsoft Office: Powerpoint, Word, Excel, OneNote, Access
- French - conversational