YACOUB G. BABOUN

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

Bachelor of Business Administration — Class of 2015
Major: Finance
GPA: 3.25, Dean's List: — Spring 2011 – 2012

ACTIVITIES:
- Member, Delta Sigma Pi International Business Fraternity, 2010 – Present
- Member, Division 1 Rugby Team, Siena College NY, 2011-2012

EXPERIENCE: **UNITED LANGUAGE SERVICES**, Philadelphia, PA   February 2015 – January 2016
Financial Analyst
- Submit a plan that includes a forecast for expenses and revenues of offering 50 more languages to the services by hiring contractors, which was accepted and put in motion; sales increased significantly.
- Propose introducing more technology into the day-to-day operations and calculated the cost of such technology. Proposal was accepted and efficiency increased considerably.
- Calculate cost of operations by establishing standard costs; collecting operational data.
- Improve financial status by analyzing results; monitoring variances; identifying trends.
- Introduce and integrate multiple low-cost high-efficiency software and online solutions into operations; which increased savings and productivity.
- Forecast and analyze current and future revenue and expenses using Excel.
- Prepare and review financial reports.
- Pair linguistics with assignments based on their abilities and qualifications.
- Communicate with translators and interpreters constantly to assure the timeliness and quality of each assignment.
- Communicate with clients and potential clients to assess their needs and pair them with the appropriate linguist.
- Generate and submit offers and invoices to clients and potential clients.
- Negotiate prices with contracted linguists.

JACOB'S COMPUTER SERVICES, Philadelphia, PA   May 2009 – January 2012
IT Tech
- Used QuickBooks to track inflows and outflows to calculate net profit.
- Used MS excel to calculate monthly and yearly expenses.
- Negotiated deals with clients and prospective clients about network installations and system upgrades.
- Performed software and hardware updates and upgrades and assist clients in using new software.
- Utilized advanced MS Office suite including MS Word, Excel, Access and PowerPoint.
- Provided Linux and VMWare installation and assistance on a weekly basis.

SKILLS, LANGUAGE & CERTIFICATES:
- Bloomberg Essentials Training Program in Fixed Income
- Bloomberg Essentials Training Program in Equity Essentials
- S&P: Capital IQ
- Morningstar
- SAP
- MS Excel, Word, Access, Power point, Outlook and Project
- ICDL Certification – International Computer Driving License
- 3-day intensive customer communications training, 2009
- Arabic – Fluent
- French – Moderate
- Russian – Beginner