**Finance**

# General Grizzly

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## Education

**Georgia Gwinnett College |** Lawrenceville, GA

**School of Business, AACSB Accredited**

Bachelor of Business Administration, Finance Concentration **May 20XX**

**Minor: Spanish**

**Awards:** Economic Academic Excellence Award, Dean’s List (5 semesters)

**Universidad Complutense de Madrid |** Madrid, Spain

**Study Abroad Participant September 20XX-June 20XX**

* Adapted flexibly to new environment
* Enhanced Spanish language speaking and writing skills

## Experience

**Wells Fargo** Atlanta, GA

 **Teller January 20XX-Present**

* Establish credibility with clients and remembered over 50+ names of regular customers, creating a friendly rapport with customers
* Adhere to strict safe deposit box operations and guidelines
* Assist supervisors with audits and daily balancing of the vault exceeding $50,000

**Corporate and Institutional Banking Intern May 20XX-August 20XX**

* Collaborated with underwriters to develop relationship profitability models and assigned a grade to the liquidity and solvency of each company based on an analysis of their financial statements
* Researched over 100 local companies and developed reports in order to provide a recommendation to relationship managers on the quality of the prospective customer
* Assisted relationship managers in managing current client accounts between $10 and $50 million by meeting with the CEO, CFO, or management and creating presentations about the customer’s banking history with PNC

## Campus and Community Involvement

**Finance Club**, Member, Georgia Gwinnett College, **September 20XX-Present**

* Plan a networking trip for 30 students to 8 Fortune 500 companies in Atlanta
* Discuss the status of different stocks and the state of the economy

**Habitat for Humanity**, Volunteer, Lawrenceville, GA **September 20XX-Present**

* Strengthen teamwork skills while building homes for low income families

## Technical and Language Skills

**Technical:** Mastered Proficiency in Microsoft Office Suite: Excel, Word, PowerPoint, Access, Stata, and Adobe InDesign

**Language:** Spanish (Conversational) · French (Basic)