

OBJECTIVE

To secure a position in the Accounting field

EDUCATION**Master of Science Candidate in Business Administration, May 2010**

Southern Connecticut State University, New Haven, Connecticut

Concentration: Accounting

Overall GPA: 3.77

Bachelor of Science in Business Administration, May 2003

Bryant College, Smithfield, Rhode Island

Concentration: Finance Minor: Spanish

Overall GPA, 3.25: Dean's List

**PROFESSIONAL
EXPERIENCE****Lead Registered Financial Services Associate, July 2004 – December 2008**

People's United Bank, Bridgeport, Connecticut

- Provided superior customer service
- Opened and maintained accounts including; checking, savings, and CD's
- Sold bank products including Life Insurance and Mutual Funds
- Originated mortgage loans

Control Desk Coordinator, November 2003 – June 2004

News America Marketing, Wilton, Connecticut

- Processed orders and contracts
- Provided assistance to sales team

Intern, Summer 2002

Merrill Lynch, Madison, Connecticut

- Provided administrative assistance to office staff
- Made pro-active cold-calls to prospective customers
- Researched and provided stock information to Brokers

SKILLS

Software: Windows, Word, Excel, PowerPoint, Lotus Notes, QuickBooks

Language: Spanish – Intermediate reading, writing and speaking

Connecticut Life Insurance Licensed

Series 6 and 63 Licensed to sell Mutual Funds

Notary Public

ACTIVITIES

Member, January 2009 – Present, SCSU Accounting Society

Tax Preparer, January 2010 – Present

IRS Volunteer Income Tax Assistance Program, New Haven, CT