

Bryan A. Velasco

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Objective

To continue my career with an internship or job opportunity in an organization that will utilize my Finance, Leadership and Management skills to benefit mutual growth and success.

Education

Master of Business Administration, Florida State University **May 2019**

Concentration: Finance

- Economic Analysis for Management
- Financial Statement Analysis
- Advanced Management Accounting
- Business Conditions and Analysis

Bachelor of Science in Business Administration, Florida State University **May 2018**

Major: Finance

- Finance GPA: 3.6 of 4.0
- Member of Securities Society

Experience

Finance/Accounting Intern, Council on Culture and Arts **August 2017 – December 2017**

- Conducted account analysis of the general ledger and assisted with the year-end audit and preparation of tax forms
- Involved with invoicing customers, including collecting payment and reconciling customer accounts once payment is received
- Assisted in the disbursement of grant funds to grantees totaling over \$900,000

Leasing Agent, Zeta Rho Housing Corporation **August 2015 – August 2016**

- Completed leasing packages for all rentals and maintained 90%+ occupancy rate
- Performed administrative duties such as fee collection, communicating with tenants via written correspondence, maintaining property and facilities, and administering lease closings
- Collected and recorded application fees and deposits; accurately documented all financial transactions

Leadership

Internal Vice President of Zeta Beta Tau Fraternity **December 2015 – December 2016**

- Oversaw the duties of Risk Management, Academics, Philanthropy and Service committees
- Planned, hosted and coordinated all philanthropic events, raising over \$3,000 in funds for the local Boys and Girls Club
- Managed a \$25,000 budget

Risk Manager of Zeta Beta Tau Fraternity **August 2015 – December 2015**

- Organized the development and implementation of the chapter's safety and risk management program
- Followed and enforced the local, state and national fraternity and applicable policies
- Advised all officers and committee chairmen on risk management procedures to implement in the planning of all chapter activities

Eagle Scout **October 2013**

- Held the position of Senior Patrol Leader overseeing the duties of all 48 members
- Executed a final service project consisting of 1,000+ service hours