

# Alexander Barrett

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## Education

**Florida State University-** Tallahassee, Florida

**May 2019**

*Master of Science in Finance*

- Relevant Coursework- Applied Econometrics, Computer Modeling for Financial Analysis, Investment Management and Analysis, Financial Institutions and Risk Management,
- Florida State University Student Investment Fund- perform security research, pitch stocks, make buy/sell decisions and develop routine reports on performance of fund well in excess of \$3 million

**Florida State University-** Tallahassee, Florida

**May 2018**

*Bachelor of Science in Finance and Marketing*

## Highlights

- QuickBooks Proficient
- Bloomberg Certified
- P&L management
- MS Office Suite Expert
- Financial Reporting
- Highly Analytical

## Work Experience

**Law Office of Matt Liebenhaut-** Tallahassee, Florida

*Firm Administrator*

**January 2017-Present**

- Manage accounts receivable, accounts payables, cash flow, payroll, budgets and tax preparation
- Interpret and report financial statements, data, and management information for managing partner
- Advise in the marketing of the firm's legal services and client development activities
- Coordinate all other operational functions required of a growth-oriented law firm including facility management and management of computers and other operating and information systems

*Law Clerk*

**August 2016-January 2017**

- Investigated records for clients, gathering information to optimize their chances for positive outcomes at trial
- Wrote up to 12 legal briefs per month to present to administrative law judge
- Worked directly with managing attorney to present a concise legal argument

*Intern*

**May 2016- August 2016**

- Managed telephone lines and assisted clients by providing information about Social Security benefits and claims
- Facilitated legal process by obtaining and recording necessary client information
- Scheduled daily contact with clients, maintained appointments and organized files and confidential information

## Volunteer Work

- **Orlando Health-** Completed paperwork and assisted patients and visitors in the business office
- **Camp Thunderbird-** Spent more than 300 hours counseling and working with mentally disabled children