

ANNA SCHOUBERT DICKENS

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EDUCATION

<i>Florida State University</i> —Tallahassee, FL <u>Master of Science</u> – Finance 4.00 GPA	Spring 2019
<i>Florida State University</i> —Tallahassee, FL <u>Bachelor of Science</u> – Finance 3.99 GPA 3.82 GPA (Cumulative)	Fall 2017 <i>Magna Cum Laude</i>
<i>Tallahassee Community College</i> —Tallahassee, FL <u>Associate of Arts</u> - Business Administration & Management 3.86 GPA	Summer 2016 <i>with honors</i>

WORK HISTORY AND EXPERIENCE

<i>Florida State University COB</i> —Tallahassee, FL <u>Graduate Research Assistant</u> <ul style="list-style-type: none">• Providing assistance to professor and aiding students of Financial Management of the Firm (FIN 3403), a required course for all COB students, with test preparation, homework completion, and mastery of concepts	Sept 2018 – Present
<i>Florida State University Student Investment Fund</i> —Tallahassee, FL <u>Student Fund Manager</u> <ul style="list-style-type: none">• Managing an investment fund currently containing over \$4M in assets• Developing routine reports on portfolio performance and performing research and analysis of various securities for the fund and presenting security pitches to the Student Investment Fund Board	Sept 2018 – Present
<i>Saltwater Seafood & Cocktails</i> —Tallahassee, Florida <u>Bartender</u> <ul style="list-style-type: none">• Operated restaurant's full-bar and provided pleasant customer service in a fast-paced environment	Jan 2018 – Apr 2018
<i>Red Elephant Pizza & Grill</i> —Tallahassee, Florida <u>Key Manager</u> <ul style="list-style-type: none">• Assisted with hourly front-of-house management of restaurant employees and key daily business operations <u>Bartender & Server</u> <ul style="list-style-type: none">• Operated restaurant's full-bar and provided pleasant customer service in a fast-paced environment• Provided quick, attentive, and accurate service with emphasis on a pleasant customer experience	June 2014 - Apr 2016 & Dec 2016 - Dec 2017
<i>Tresta</i> —Tallahassee, Florida <u>Virtual Receptionist</u> <ul style="list-style-type: none">• Conveyed pertinent accurate information to the callers of multiple businesses in a fast-paced setting	July 2016 - Dec 2016

KNOWLEDGE, SKILLS, AND ABILITIES

- Excels in providing a professional and hospitable customer service experience in person and virtually
- Extensive knowledge of Microsoft Suite, including a very high proficiency with Excel
- Exceedingly strong work ethic and ability to multi-task in a fast-paced environment

AWARDS, MEMBERSHIPS, AND CERTIFICATIONS

Student Vice President – *Florida State University MSF association* – Class of 2019
Cultural Partner Program - *Florida State University* – Fall 2018
Bloomberg Certified – Expected August 2018
President's List – *Florida State University* – Fall 2017, Summer 2017, & Fall 2016
Dean's List – *Florida State University* – Spring 2017
President's List – *Tallahassee Community College* – Summer 2016
Dean's List – *Tallahassee Community College* – Spring 2016
President's List – *Georgia College & State University* – Spring 2013, Summer 2014
Dean's List – *Georgia College & State University* – Fall 2012
National Society of Collegiate Scholars
Alpha Omicron Pi membership - *Phi Gamma*