

Forever A. Young

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EDUCATION

Florida State University, *Master of Science in Finance, April 2019*

Honors: Graduate Assistantship to the Department of Finance Chair

Florida State University, *Bachelor of Science in Finance and Marketing, May 2018*

Honors: Summa Cum Laude, President's List

EXPERIENCE

State Board of Administration of Florida, *Risk Management and Compliance Intern*

Tallahassee, FL | June 2018 – Present

- Learn compliance processes to assist staff in completing and streamlining operations
- Utilize Bloomberg, BNY Mellon, Eagle Investment Systems, and other resources to research security information and document compliance reviews
- Assist in evaluation of the Public Market portfolio
- Evaluate credit ratings on securities held in Fixed Income portfolios
- Develop written procedures for newly developed or revised processes

Quality Lifestyles, *Office Manager*

Tallahassee, FL | March – August 2016

- Supervised 6-8 healthcare employees, while managing daily operations
- Identified and fixed ineffective, costly issues, resulting in \$20,000 reduction of fines and penalties
- Created an easy-to-follow cost-analysis template for the Tallahassee Office
- Successfully designed a navigable electronic filing system on Excel, while updating paper system
- Conducted member satisfaction calls, recorded problems, and troubleshoot problems with owner

NBS, *Administrative Assistant*

Altamonte Springs, FL | June 2011 – August 2015 | Summer Position

- Organized and assisted IRS agent with sampling of documents in a two-month physical field audit
- Received working knowledge on navigating and utilizing Intuit QuickBooks 2015
- Sales - Cold Calling, increasing monthly clientele by 5%
- Sorted, filed, and prepared relevant tax documents for Data-Entry Specialist
- Constructed letters, emails, and billing statements to clients

TECHNOLOGY COMPETENCY

- Bloomberg Terminal, BNY Mellon Workbench, BNY Mellon Eagle Investment Systems
- SharePoint, Adobe Acrobat PRO 2016, Microsoft Office Applications 2013/2016
- Intuit QuickBooks 2015, InnoSoft Fusion

LEADERSHIP

- President, Master of Science in Finance Student Association | July 2018 – Present
- Treasurer, Deviney Hall | 2014 – 2015
- Volunteer Cross Country Coach, Seabreeze High School | Summer 2015

NCAA WOMEN'S CROSS COUNTRY & TRACK AND FIELD ATHLETE 2014 – 2018

- Seminole Torchbearer | 2017, Golden Torch Award | 2016, ACC Honor Roll | 2014 – 2018