

Anna List

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EDUCATION

University of Miami

Bachelor of Business Administration

Coral Gables, Florida

Expected May 2017

- **GPA:** 3.8 / 4.0
- **Relevant Coursework:** Economics, Accounting, Finance

WORK EXPERIENCE

Citigroup Global Markets Inc.

Financial Analyst

Miami, Florida

May 2016 – August 2016

- Utilized financial modeling techniques to perform detailed valuation analyses and presented findings to supervisors
- Assisted fund manager in structuring equity and fixed income transactions
- Managed risk through analysis of key indicator reports and loss incidents

Smith & Brown Accounting

Accounting Intern

Naples, Florida

May 2015 – August 2015

- Prepared journal entries for the month end closing reports
- Completed work papers that tie to the general ledger
- Used Microsoft Dynamics GP 9.0 to input Accounts Payable

Publix Super Market

Customer Service Representative

Naples, Florida

May 2014 – August 2014

- Managed cash register transactions
- Assisted customers with product information in friendly manner

LEADERSHIP & VOLUNTEER EXPERIENCE

Alpha Kappa Psi, University of Miami, School of Business

Secretary

Coral Gables, Florida

September 2015 – Present

- Arranged presentations by professionals in the community in order to create networking opportunities for members

University of Miami School of Business Administration

Peer Counselor

Coral Gables, Florida

September 2014 – May 2014

- Advised ten School of Business freshmen about academic policies, resources, and courses
- Led a team of ten students to create an effective business plan for a local non-profit organization
- Oversaw weekly meetings, assisting students in conducting industry research about best practices and preparing their final presentation

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in Spanish

Technical Skills: Adobe Illustrator

Activities: Campus Tour Leader

Interests: Tennis, Jazz music, Italian cooking