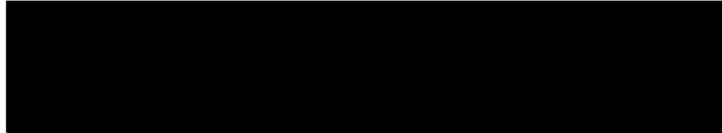


Resume #1



SUMMARY OF QUALIFICATIONS

- Effective leader, motivator, and communicator
- Collaborative team member and hard worker
- Knowledgeable of financial statements, reporting, and analysis
- Efficient manager of rental house property
- Highly adaptive hands-on learner

EDUCATION

High School Diploma 2015 Galax High School

- Varsity basketball captain
- Varsity Tennis # 1 seed
- National Honors Society
- Member of Future Business Leaders of America

BS in Business Administration, Liberty University, Lynchburg, VA - Anticipated graduation May of 2019

- GPA **3.45** / 4.0
- Concentrations: **Finance and Human Resource Management**
- Clubs: **Financial Management Association**
- Relevant Coursework: **Corporate Finance, Accounting, Investments, Economics, Management**
- Computer Skills: **Microsoft Office- Word, PowerPoint, Excel, Quickbooks**

EXPERIENCE

4Sight Learning, Galax VA

- Communicated cheerfully on a daily basis handling phone calls
- Analyzed financials and helped accountant manage daily paperwork
- Worked closely with the CEO (Sam Bartlett) on learning the ins and out of daily operations
- Learned how to engage in outstanding customer service

Arby's, Galax VA

- Served customers
- Operated cash register
- Cooked and prepared food

VOLUNTEER & INTERNATIONAL EXPERIENCE

Church Praise Band Leader and Other Church Work

- Helped lead weekly practices and performed at numerous churches
- Operation Christmas Child volunteer through Samaritan's Purse

- Multiple mission projects with First Baptist Galax Youth

Costa Rica Mission Work

- Construction work in a poverty stricken area
- Helped lead a children's ministry for the local community

REFERENCES

- **Elizabeth Vaughan, Youth Minister**



- **Matt Evers, Galax Area Financial Analysis**



- **Coach Mark Dixon, Basketball Coach**



Summary

I'm a commercial lender with a background in journalism, eCommerce, copywriting, and procedure development. I have managed, launched, and sold banking products and services, built client bases, and developed digital marketing strategies. Financial institutions have the data to transform how they market products to current and future clients; that potential and other fintech developments make me excited about the future of financial services.

- Marketing & Strategy focused
- Team player
- Business process improvement
- Digital Marketing
- Writer & Editor
- Market Development
- Self-Starter
- Problem solver
- Client Focused

Education

The College of William and Mary, Raymond A. Mason School of Business Expected June, 2019
Master of Business Administration, Marketing Emphasis

Brigham Young University - Idaho July, 2015
Bachelor of Science, Communications, Journalism Emphasis

Experience

Sound Credit Union, Tacoma, WA

Business Lending Assistant and Cash Management Representative April, 2016 – Aug., 2017

- Recruited business clients and provided \$250k+ in small business loans and credit card services over 10 months
- Trained and coached senior staff members to market, sell, and manage products designed for our largest clients
- Created educational materials for all 125+ members of branch staff to implement procedures, streamline processes, and mitigate errors with business lending/cash management products
- Managed relationships with two 3rd party business partners to provide unique services and products to our retail focused business clientele
- Developed replacement for costly third-party underwriting processes including internal tools resulting in a +\$1,000 savings per booked SBA loan
- Orchestrated the resolution of product and procedure issues by working with executive management to improve search, online/mobile business banking, and loan origination

Fox Webstores, Lewisville, ID

Copy Writer and Editor March, 2015 – Nov., 2015

- Added 20% engagement on social platforms corresponding to increased conversion and revenue
- Increased conversion rates by 2-4% by developing new approaches to web content style and format
- Wrote and edited over 100 articles focused on SEO, conversion rates, and customer immersion/experience
- Managed content production, social outreach, and native advertisements for a variety of products
- Tested iterative site designs with development teams to improve UX, conversion rates, and site prominence
- Leveraged relationships with influencers in target markets to run promotions and increase visibility

US Department of State, Mumbai, India

Undergrad Intern: Visa Section July, – Sep., 2013

- Edited content of consulate's web presence, setting a standard for five other diplomatic mission websites in India
- Developed and wrote a series of three web videos designed to inform and minimize confusion for visa applicants
- Worked closely with locally employed staff to improve workflows in the Visa section
- Received award for successfully reducing backlog of work and improving processing over two months

Additional Information

Technical Skills: Experienced with data driven marketing and analytics tools including Adobe Marketing Cloud, Tableau, and Google Analytics.

Leadership: - President of the Jefferson Public Policy Society
- Spent 18 Months training and leading volunteers in the San Francisco Bay area

Languages: Fluent in English. Limited working proficiency in Spanish.



OBJECTIVE

- ◆ To be associated with a company in which I can utilize my education and experience.

EDUCATION

- ◆ Radford University
 - ◇ Graduation date: May 2020 or December 2019
 - ◇ GPA 3.66
- ◆ Wytheville Community College, Associates in General Studies
 - ◇ Graduated May 2017
 - ◇ GPA 3.7

EXPERIENCE

- ◆ Worked as a Front-End Cashier for KVAT Food Stores
March 20, 2017 – July 28, 2017
- ◆ Clerical Work in the Grayson County High School Guidance Office
2014 – 2017

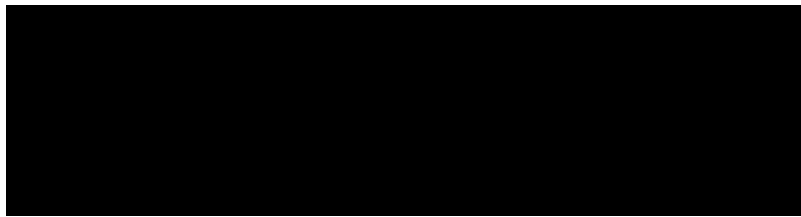
SKILLS/STRENGTHS

- ◆ Time Management Skills
 - ◇ Effectively completes work in a timely manner
- ◆ Organized
 - ◇ Detail oriented
- ◆ Willing to Learn
 - ◇ Determined to have the best possible results as a worker

ACHIEVEMENTS/AWARDS/HONORS

- ◆ Microsoft Office Specialist Master
 - ◇ Highest Certifications – Word Expert, Excel Expert, PowerPoint, Access, Outlook
- ◆ IC3 Digital Literacy Certification – Computing Fundamentals, Key Applications, Living Online
- ◆ Member of Future Business Leaders of America (FBLA)
- ◆ Member of BETA Club
- ◆ Member of French Honor Society

Resume #4



EDUCATION

James Madison University

Harrisonburg, VA

Bachelor of Business Administration

Major in Finance

Expected May 2021

- GPA: 3.1 / 4.0

WORK & LEADERSHIP EXPERIENCE

Sonabank

Mclean, VA

Bank Teller, Mclean Branch

May 2018 – August 2018

- Assisted customers with account transactions through taking deposits, cashing checks, and assisting withdrawals
- Balanced and kept accountancy records for the vault to ensure proper controls and maintain a settled vault
- Developed a familiarity with Integrated Teller software by Fiserv to conduct transactions

Aramark

Harrisonburg, VA

Student Staff Member, JMU Dining Services

September 2017 – May 2018

- Administered quality control at seven food stations by preparing food before service
- Balanced the cash drawer at the end of each shift
- Worked as a student staff member for JMU Dining Services while maintaining status as a full-time student

Five Guys

Annandale, VA

Crew Member

June 2015 – August 2017

- Coordinated quality control by managing the kitchen's operations
- Balanced the cash drawer at the end of each shift
- Communicated with coworkers and customers in Spanish at various times

EXTRACURRICULAR INVOLVEMENT

Financial Management Association

Harrisonburg, VA

Club Member

September 2017 – May 2018

- The Financial Management Association is a global leader in developing and disseminating knowledge about financial decision making.

BB&T Emerging Leaders Certification

Harrisonburg, VA

Conference Attendee

Fall 2017

- The BB&T Leadership Institute expands the learning experiences of the next generation of leaders by supporting and creating awareness of leadership concepts

Madison Investment Fund

Harrisonburg, VA

Intern

Fall 2018

- The MIF is a student-led equity investment fund that manages a portion of the James Madison University endowment.

Resume #5

EDUCATION:

Virginia Tech, Pamplin College of Business
Bachelor of Science, Double Major in Finance and Accounting
Overall GPA: 4.0
Dean's List: Fall 2017, Spring 2018, Fall 2018, Spring 2018

Expected Date – May 2021

HONORS:

- The Gamma Beta Phi Society
- Beta Gamma Sigma Honor Society
- The Honor Society of Phi Kappa Phi
- Norrine Bailey Spencer Strong Start Honoree
- National Society of Collegiate Scholars
- Virginia Tech Honors College
- Valedictorian of Dinwiddie High School – Class of 2017
- Perfect Attendance – Grades K-12
- General Education Certificate – Summa Cum Laude – May 11, 2017

EXPERIENCE:

Intern, Petersburg Family YMCA - Petersburg, VA (June 2018- August 2018)

- Assisted with daily managerial duties, such as scheduling employees and classes and tracking member participation

Tutor, Dinwiddie County Public Schools - Dinwiddie, VA (May 2018- June 2018)

- Tutored students in math

EXTRACURRICULAR ACTIVITIES:

Mentor, Pamplin Undergraduate Mentoring Program (August 2017-Present)

- Assist with promoting positive academic, professional, and social environments outside of the classroom

Founding Member, Delta Chi Colony at Virginia Tech (2018-Present)

- Finance Committee – Prepare budget for the calendar year and ensure that the books are balanced
- Scholarship Committee – Create and enforce specialized plans for members that need the academic support

Participant, Intramural Sports, (August 2017-Present)

- Participate in intramural sports on campus