

Student Name

1 School Lane • Rochester, NY 14618 • (585) 111-1111 • sname1@mail.naz.edu

Education:

Nazareth College, Rochester, NY

May 2015

Bachelor of Science, dual majors in Economics and Finance

- Minor in Human Resource Management
- Cumulative GPA: 3.7/4.0
- Phi Eta Sigma National Honor Society

Relevant Experience:

Manning and Napier Advisors

Rochester, NY

Performance/Operations Associate

January 2016-Present

- Produce monthly performance, holdings, and other statistics for the firm's products and investment benchmarks including analysis of the underlying factors that drive these figures
- Collect and analyze data, holdings, and performance for internal and external use
- Complete various projects, such as the creation of new composites, as necessary
- Interpret, verify and analyze client and composite performance results
- Assist in the completion of various firm audits - work with internal and external audit team to provide required materials, formulate/explain responses to auditors' questions, and implement/monitor any recommended changes
- Maintain records of performance, holdings, and statistics
- Monitor and maintain benchmark data
- Serve as back up for the performance analyst
- Complete various monthly ad-hoc reports for custodians and high net worth clients
- Support the reconciling group in achieving their monthly goals

Reconciling Growth Team Member

June-January 2016

- Performed automated and manual reconciliation for client accounts of various custodians
- Prepared, organized, and submitted proxy voting
- Analyzed transactions and obtained security data from Bloomberg in order to post daily trade files of numerous custodians (Huntington, Schwab, Exeter)
- Coded custodian transaction codes and referenced CUSIPs for new accounts/account transfers
- Tracked reconciling outstanding list metric on a weekly basis
- Audited and organized performance mail dates using various Microsoft Excel functions
- Worked on special projects as assigned, such as Disaster Recovery Testing and software upgrade testing

Valicenti Advisory Services, Inc.

Elmira, NY

Finance Intern

May-August 2014

- Security Analysis/Presentation: Analyzed and formed an investment thesis on various stocks and presented my thesis to the investment Committee
- Investment Research: Utilized various industry resources
- Internal Software: Gained experience with Axys, Morningstar, and Junxure

Guthrie Corning Hospital

Corning NY

Human Resource Intern

Summers 2011-2013

- Conducted various file audits, condensed terminated employee files, organized and planned Service Awards Dinner
- Observed union negotiations, collected Healthcare Reform information, organized union contracts
- Organized Benefit and Wellness Fair, review of terminated and vested employees and their pension benefits
- Created and sent annual physical and TB notices, collected flu information to increase flu vaccine participation

Leadership Experience:

Nazareth Track and Field, *Team Captain*

2013-2015

Student-Athlete Advisory Committee

2012-2015

Athletic Experience:

Nazareth Track and Field

2012-2015

- NCAA Division III Participant (2015)
- 4 time NYSCTC Champion
- NYSCTC Athlete of the Meet (2015)
- Empire 8 Athlete of the Year (2015)
- 13 time Empire 8 Champion
- Scholar-Athlete of the Year (2015)