JANE REYNOLDA

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**EDUCATION**

**Wake Forest University School of Business** Winston-Salem, NC

*Bachelor of Science in Finance* *May 2020*

*Minor:* Italian

*GPA:* 3.66 ***Never round up your GPA – drop third decimal – 3.668 is 3.66***

*Study Abroad:* New York University, Milan, Italy *Fall 2018*

*Training the Street:* Merger Consequences & Leveraged Buyout Analysis; Accounting and Financial Statement Analysis; Introduction to Financial Modeling ***Include only if you completed this workshop***

*Relevant Coursework:* Applied Quantitative Analysis for Finance; Banking & Investment Banking; Corporate Finance; Financial Derivatives; Financial Markets & Institutions; Fixed Income & Financial Engineering ***2 lines max***

*Finance Club,* Member ***If leader, place in Leadership area; if not, place here*** *September 2016 – Present*

**PROFESSIONAL EXPERIENCE**

**Bank of America Merrill Lynch** New York, NY

*Financial Analyst Intern* *June 2019 – August 2019*

* Created $1.5MM investment portfolio tailored to hypothetical client requests and presented results highlighting risk management and return on investment strategies
* Evaluated and researched 45 mutual funds for clients seeking $1-5MM investments in healthcare and energy industry segments with minimum return requirements of 15%
* Researched potential new points of contact and associated financial data in Bloomberg, providing analysts with 50 qualified leads with cash reserves of 10% or more to support business development strategies
* Coordinated financial seminar agenda and room logistics for non-profit and private foundation board of directors

**Hotel Comfort** Winston-Salem, NC

*Client Service Representative and Conference Coordinator May 2018 – August 2018*

* Prepared conference rooms for meetings and panel discussions based on customer specifications and requests
* Responded to reservation inquiries by phone and email and assigned guest rooms using online database
* Created online and print marketing materials to publicize available services and venues offered by hotel

**LEADERSHIP AND COMMUNITY INVOLVEMENT**

**Delta Zeta Sorority** Winston-Salem, NC

*Member January 2017 – Present*

*Social Chair August 2018 – May 2019*

* Managed $5K event budget to elevate organization’s reputation, including chapter participation in university fundraisers for cancer research and community safety
* Led reading buddy program at Speas Elementary School, recruiting and scheduling 20 volunteers

**Finance Club** Winston-Salem, NC

*President August 2018 – July 2019*

* Planned and executed 3 student treks to New York visiting 6-8 firms per trip including Deutsche Bank, Barclays Capital, Goldman Sachs, JP Morgan, and Bank of America Merrill Lynch
* Led strategic planning for 100 member club to include 4 lunch and learns, 2 panel discussions, and 50-student mentor program implementation

**ADDITIONAL SKILLS AND INTERESTS**

*Technical*: Proficient in Bloomberg; Capital IQ; Microsoft Access, Excel, PowerPoint, Word

*Language*: Fluent in Italian, Proficient in Spanish

*Interests:* Volunteer Marshall, Wells Fargo PGA Tour 2017; Personal portfolio management since 2017; Bonefishing