Jane Reynolda

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**EDUCATION**

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

*Bachelor of Science in Finance* *May 2017*

Minor: Italian

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

**Training the Street**: Merger Consequences & Leveraged Buyout Analysis; Accounting and Financial Statement Analysis; Introduction to Financial Modeling ***Include only if applicable to the sought after position***

**Relevant Coursework**: Applied Quantitative Analysis for Finance, Banking & Investment Banking, Corporate Finance, Financial Derivatives, Financial Markets & Institutions, Fixed Income & Financial Engineering ***2 lines max with limit to 4-6 classes in order that applies to the role being sought***

**Finance Club**, Member ***If leader, place in Leadership area, if not, place here*** *August 2014 – Present*

**PROFESSIONAL EXPERIENCE**

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

*Financial Analyst Intern* *Summer 2016*

* Created $1.5 million 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 $1-5 million 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 – December 2015*

* Prepared conference rooms for scheduled 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 ACTIVITIES**

**Finance Club,** Wake Forest University Winston-Salem, NC

*President August 2016 – Present*

* Planned and executed three student treks to New York visiting six to eight 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 four lunch and learns, two panel discussions, and 50-student mentor program implementation

**Delta Zeta Sorority**, Wake Forest University Winston-Salem, NC

*Social Chair August 2014 – May 2015*

* Managed $5,000 event budget to elevate sorority reputation and awareness including chapter participation in university fundraisers, Hit the Bricks and Project Pumpkin
* Led Delta Zeta Reading Buddy program at Speas Elementary School, recruiting and scheduling 20 volunteers

**COMPUTER AND LANGUAGE SKILLS**

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

*Language*: Fluent in Italian, Proficient in Spanish

**ADDITIONAL EXPERIENCE AND INTERESTS**

* Study Abroad: Rome, Italy *Fall 2015*
* Caddied for Jordan Speith; Snow skiing the Rockies; Bonefishing in the Caribbean