Anita Jobs

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QUALIFICATIONS SUMMARY

- Motivated financial management professional with 2+ years supervisory experience and exceptional client building and customer service skills
- Utilize strong communication and analytical skills to lead and motivate teams to achieve highest potential
- Demonstrate a high level of efficiency when working in a fast-paced, team-based environment with minimal supervision

EDUCATION

California State University, Long Beach (CSULB) **Expected: May 2024**

Bachelor of Science in Business Administration: Management

American River College, Sacramento, CA **May 2022**

Associate of Science in Finance

PROJECTS

Applied Portfolio Management **March 2022 – May 2022**

- Researched, monitored, and analyzed securities resulting in buy/sell recommendations for a student-managed investment fund
- Contributed to the publication of a semi-annual fund report that adjusts finances for the upcoming year
- Conducted research in accounting through effectiveness cross training to inform multiple cohorts of workflow management

EXPERIENCE

Universal Music Group, Santa Monica, CA **January 2022 – Present**

Assistant Financial Manager

- Oversee a budget of $50,000 and process biweekly paychecks for 75+ employees
- Supervise a staff of five and train them in arranging artists' travel and processing and tracking invoices
- Edit and review AFM/AFTRA session contracts and ensure that contracts are signed and paid for

Clark Corner Investments, Inglewood, CA **August 2021 – December 2021**

Financial Investment Intern

- Conducted online research to stay current on real estate trends across geographies for the purpose of identifying new business resources and opportunities
- Collected, evaluated and designed creative presentations to share data with CFOs and other shareholders to identify best possible investments
- Scheduled meetings and organized Excel data sheets that contributed to successful investments

HONORS AND AWARDS

- **CSULB President's Scholar** **August 2021 – Present**

PROFESSIONAL MEMBERSHIPS

- **Society for the Advancement of Management** **January 2022 – Present**
- **Financial Management Association National Honor Society** **January 2021 – May 2022**