

# Victoria Wilson



## Graduate Trainee

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<b>Place of birth</b>	San Antonio	<b>Nationality</b>	American
<b>Driving license</b>	Full	<b>Links</b>	<a href="#">Instagram</a> , <a href="#">Facebook</a> , <a href="#">Twitter</a>

## 01 PROFILE

*Out the box thinking Software Engineer with expertise in Java, T-SQL, and C#.Net and proven integration problem-solving tenure of 10 years. Skilled in developing systems architecture, writing requirement specifications, and user documentation training manuals. Holds a Masters Degree in Computer Science.*

## 02 EMPLOYMENT HISTORY

05/2018 – Present

### Graduate Trainee at Medtronic Insurance

Newark, NJ

*Update database of 5000 clients using MS Access and categorize data by client demographics.*

- Providing advice on mortgages and related products such as investments, life insurance, critical illness cover, and pensions fund options
- Meeting with clients to do a financial needs analysis
- Researching and finding the best financial products for each client
- Contacting other professionals like estate agents, solicitors, and valuers.
- Administering all paperwork and regulatory documentation to comply with the Financial Services Authority (FSA)

04/2017 – 04/2018

### Global Rotational Development Program Trainee at Thyme Bank

Louisville, KY

*Reduce data processing time by 30% after building a new cloud data infrastructure as part of the Graduate Trainee Project program.*

- Complete an 18-month graduate trainee program at regional headquarters rotating through all main departments for three months at a time
- Application of marketing and finance skills within the banking industry
- Assist with the administration of client accounts
- Received consistently positive feedback and reviews from supervisors
- Receive hands-on training from customer relations manager at the bank
- Conduct bank reconciliations for different accounts
- Perform journal entries and payment adjustments
- Complete accounting software updates

## 03 EDUCATION

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06/2016 – 04/2019

### University of Ohio

Cincinnati, OH

Bachelor's Degree in Financial Accounting

GPA: 3.8

Majors: Financial Accounting, Financial Management

Minors: Communications, Auditing, Economics

Accolades: Deans Honours List

04/2015

### Udemy

Online

Certificate in Microsoft Office

11/2014

### Ridgefield High School

Ridgefield, NJ

High School Diploma

Leadership: Part of the Student Council Body, Captain of the Cheerleading Squad

Sports: Athletics (1st Team), Swimming (Regional Squad)

Achievements: State Championship Competitor in freestyle and backstroke events,  
Academic Honors (2012 / 2013 / 2014)

## 04 SKILLS

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Financial Statements ● ● ● ● ● Reconciliations ● ● ● ● ●

Journals ● ● ● ● ● Sage Accounting ● ● ● ● ●

Slack ● ● ● ● ● SAP ● ● ● ● ●

Financial Needs Analysis ● ● ● ● ● Website Development ● ● ● ● ●

Word Press ● ● ● ● ● Report Writing ● ● ● ● ●

## 05 LANGUAGES

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English ● ● ● ● ● Portuguese ● ● ● ● ●

## 06 INTERNSHIPS

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07/2014 – 12/2014

### Accounting Intern at Boston Legal

Chicago, IL

*Served a 6 month internship while completing a Bachelor's Degree in Financial Accounting.*

- Responsible for draft reports and journals to be checked by the accountant
- Assist in compiling year-end financial accounts.
- Prepare financial documentation for the yearly auditor's visit
- Conduct tax administration duties during filing season
- Assisting in bank reconciliations
- Compile trial budgets for approval by the accountant

01/2014 – 03/2014

### Web Developer at ITS Web Design Services

Dayton, OH

*Completed a 3 month internship.*

- Maintaining and enhancing company software and servers.
- Repair and web components and websites for both new and existing clients
- Test site functionalities, complete debugging exercises and fix site errors
- Coding using front-end technologies, such as Java. Python and HTML.
- Ensure site usability, SEO, web standards (W3C) and browser compatibility.
- Working on back-end technologies for example such as C#.NET, VB.NET, ASP.NET, Classic ASP
- Conduct front-end design and site maintenance