

Victoria Wilson, Graduate Trainee

1515 Pacific Ave, Los Angeles, CA 90291, United States, email@email.com

Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS [Instagram](#), [Facebook](#), [Twitter](#)

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.*

EMPLOYMENT HISTORY

May 2018 – Present **Graduate Trainee, 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)

Apr 2017 – Apr 2018 **Global Rotational Development Program Trainee, 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

EDUCATION

Jun 2016 – Apr 2019 **University of Ohio, Bachelor's Degree in Financial Accounting** Cincinnati, OH

GPA: 3.8

Majors: Financial Accounting, Financial Management

Minors: Communications, Auditing, Economics

Accolades: Deans Honours List

Apr 2015 **Udemy, Certificate in Microsoft Office** Online

Nov 2014 **Ridgefield High School, High School Diploma** Ridgefield, NJ

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)

SKILLS Financial Statements Skillful Reconciliations Skillful

Journals	Skillful	Sage Accounting	Skillful
Slack	Experienced	SAP	Experienced
Financial Needs Analysis	Experienced	Website Development	Experienced
Word Press	Experienced	Report Writing	Experienced

LANGUAGES	English	Native speaker	Portuguese	Very good command
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INTERNSHIPS

Jul 2014 – Dec 2014 **Accounting Intern, 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

Jan 2014 – Mar 2014 **Web Developer, 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