

# VICTORIA WILSON

## Graduate Trainee

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Place of birth ..... *San Antonio*      Nationality ..... *American*  
Driving license ..... *Full*

### 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.*

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### EXPERIENCE

❖ **Graduate Trainee, Medtronic Insurance** ..... May 2018 – Present

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

- 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)

❖ **Global Rotational Development Program Trainee, Thyme Bank** ..... Apr 2017 – Apr 2018

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

- 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

❖ **University of Ohio** ..... Jun 2016 – Apr 2019

*Bachelor's Degree in Financial Accounting* Cincinnati, OH

GPA: 3.8

Majors: Financial Accounting, Financial Management

Minors: Communications, Auditing, Economics

Accolades: Deans Honours List

❖ **Udemy** ..... Apr 2015  
*Certificate in Microsoft Office* ..... Online

❖ **Ridgefield High School** ..... Nov 2014  
*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 ..... <i>Skillful</i>        | Reconciliations ..... <i>Skillful</i>        |
| Journals ..... <i>Skillful</i>                    | Sage Accounting ..... <i>Skillful</i>        |
| Slack ..... <i>Experienced</i>                    | SAP ..... <i>Experienced</i>                 |
| Financial Needs Analysis ..... <i>Experienced</i> | Website Development ..... <i>Experienced</i> |
| Word Press ..... <i>Experienced</i>               | Report Writing ..... <i>Experienced</i>      |

### HOBBIES

### LANGUAGES

English ..... *Native speaker*      Portuguese ..... *Very good command*

### INTERNSHIPS

❖ **Accounting Intern, Boston Legal** ..... Jul 2014 – Dec 2014  
*Served a 6 month internship while completing a Bachelor's Degree in Financial Accounting.* ..... Chicago, IL

- 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

❖ **Web Developer, ITS Web Design Services** ..... Jan 2014 – Mar 2014  
*Completed a 3 month internship.* ..... Dayton, OH

- 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