

VICTORIA WILSON

GRADUATE TRAINEE

INFO

ADDRESS

1515 Pacific Ave, Los Angeles, CA
90291, United States

EMAIL

email@email.com

PLACE OF BIRTH

San Antonio

DRIVING LICENSE

Full

NATIONALITY

American

LINKS

[Instagram](#)

[Facebook](#)

[Twitter](#)

SKILLS

Financial Statements

● ● ● ○ ○

Reconciliations

● ● ● ○ ○

Journals

● ● ● ○ ○

Sage Accounting

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Slack

● ● ● ● ○

SAP

● ● ● ● ○

Financial Needs Analysis

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Website Development

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Word Press

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Report Writing

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

Graduate Trainee, Medtronic Insurance

Newark, NJ

May 2018 - Present

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)

Global Rotational Development Program Trainee, Thyme Bank

Louisville, KY

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.

- 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



LANGUAGES

English



Portuguese



University of Ohio, Bachelor's Degree in Financial Accounting

Cincinnati, OH

Jun 2016 – Apr 2019

GPA: 3.8

Majors: Financial Accounting, Financial Management

Minors: Communications, Auditing, Economics

Accolades: Deans Honours List

Udemy, Certificate in Microsoft Office

Online

Apr 2015

Ridgefield High School, High School Diploma

Ridgefield, NJ

Nov 2014

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)

INTERNSHIPS

Accounting Intern, Boston Legal

Chicago, IL

Jul 2014 – Dec 2014

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

Web Developer, ITS Web Design Services

Dayton, OH

Jan 2014 – Mar 2014

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