



# Victoria Wilson

Graduate Trainee

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

**PLACE OF BIRTH** San Antonio

**DRIVING LICENSE** Full

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**NATIONALITY** American

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## 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

May 2018 – Present  
Newark, NJ

### Graduate Trainee at Medtronic Insurance

*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  
Louisville, KY

### Global Rotational Development Program Trainee at Thyme Bank

*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

## 03 EDUCATION

Jun 2016 – Apr 2019

Cincinnati, OH

- 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

### University of Ohio

Bachelor's Degree in Financial Accounting

GPA: 3.8

Majors: Financial Accounting, Financial Management

Minors: Communications, Auditing, Economics

Accolades: Deans Honours List

Apr 2015

Online

### Udemy

Certificate in Microsoft Office

Nov 2014

Ridgefield, NJ

### Ridgefield High School

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

Financial Statements



Reconciliations



Journals



Sage Accounting



Slack



SAP



Financial Needs Analysis



Website Development



Word Press



Report Writing



## 05 LANGUAGES

English



Portuguese



## 06 INTERNSHIPS

Jul 2014 – Dec 2014

Chicago, IL

### Accounting Intern at Boston Legal

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

Jan 2014 – Mar 2014

Dayton, OH

▣ 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 at ITS Web Design Services

*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