



# Victoria Wilson

Graduate Trainee

## 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 at 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 at Thyme Bank, Louisville, KY

April 2017 – April 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

### Bachelor's Degree in Financial Accounting, University of Ohio, Cincinnati, OH

June 2016 – April 2019

GPA: 3.8

Majors: Financial Accounting, Financial Management

Minors: Communications, Auditing, Economics

Accolades: Deans Honours List

## Details

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

[email@email.com](mailto:email@email.com)

Place of birth

San Antonio

Nationality

American

Driving license

Full

## Links

[Instagram](#)

[Facebook](#)

[Twitter](#)

## Skills

Financial Statements

Reconciliations

Journals

Sage Accounting

Slack

SAP

Financial Needs Analysis

Website Development

Word Press

Report Writing

## Hobbies

## Languages

English

Portuguese

## **Certificate in Microsoft Office, Udemy, Online**

April 2015

## **High School Diploma, Ridgefield High School, Ridgefield, NJ**

November 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 at Boston Legal, Chicago, IL**

July 2014 – December 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 at ITS Web Design Services, Dayton, OH**

January 2014 – March 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