# FRED POINDEXTER

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Present Address (until May 1, 2012) P.O. Box 123

Mount Berry, GA 30149

Permanent Address

456 Oz Street

Anytown, GA 28475

Objective: A corporate research analyst position at Bank of America.

Education: Berry College, Mount Berry, GA, May 2012

Bachelor of Science; Finance Major, Economics Minor, GPA: 3.44/4.0

Academic Scholarship: (\$8,000/year)

Charter School of Business Scholarship: (\$5,000/year)

Skills: Microsoft Office; Quicken; Peachtree Accounting; Quickbooks

## Experience: SunTrust Bank, Rome, GA

Teller, August 2011-Present

- Count cash in operational drawer at start of shift; balance cash and checks at end of shift.
- Validate checks, accept deposits, process withdrawals, verify accuracy of deposit slips, prepare
  and issue cashier's checks, money orders, and traveler's checks.
- Respond to customer questions about personal accounts and other bank products.
- Open new customer accounts and resolve various problems with existing accounts.

### Brown, Birdsong & Barnes Rome, GA

Financial Services Intern, January 2011-May 2011

- Sourced prospective clients, capitalized on referrals, and assessed customer needs.
- Studied firm's products and services and recommended them based on clients' objectives, resources, risk profile and other preferences.
- Received training in balancing investment growth, referral activities, customer follow-up, prospect building, administrative compliance, and personal development.

#### Berry College Business Office, Mt. Berry, GA

Administrative Support Tech, August 2010-May 2011

- Assisted office with provision of accounting and business services, financial reporting, human resources, payroll, sponsored research, and student accounts.
- Received training to ensure that all funds were properly received, spent and reported in accordance with accounting guidelines, college policies and state and federal regulations.

# Activities: Berry Investment Group Mount Berry, GA

Secretary, August 2010-Present

- Manage portfolio containing various stocks worth over \$160,000.
- Coordinate weekly meetings to discuss options for managing portfolio.
- Plan on-campus events to publicize the group and recruit members.

Professional National Association for Business Economics, June 2010-PresentOrganizations: Association for Financial Professionals, January 2011-Present