

# Janel Abraham

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## EDUCATION

**Borough of Manhattan Community College**, New York, NY  
Associate in Arts Degree; Major: **Business Management**  
Expected Date of Graduation: May 2017

## EXPERIENCE

**New York City Transit, Administration/Financial Services**  
*College Aide*

**Brooklyn, NY**  
*5/10-Present*

- Process reimbursements for premium payments and overpayments related to claims
- Review and process invoices for accuracy before finalizing vendor payments
- Identify and resolve any credit discrepancies
- Research and respond to individual inquiries within the NYCT Health Club program
- Recommend different health club programs based on analysis and individual budgets
- Prepare quarterly health club reports to ensure certain funds are adequately disbursed
- Reconcile health club reports with deductions totaling over \$200K per year

**Merrill Lynch**  
*Intern*

**New York, NY**  
*1/10-5/10*

- Shadowed a Certified Financial Representative who provided lessons on managing stocks, bonds and mutual funds
- Analyzed net worth statements for group's top tier clients
- Evaluated annualized cash flow spreadsheets (i.e., estimated monthly income from investments)
- Prepared and revised financial planning spreadsheets for high net worth individuals
- Assisted with day to day operations and effectively handled client communications

**Movado**

*Sales Associate/Part-time Assistant Manager*

**New York, NY**  
*8/08-12/09*

- Provided superior services to customers by immediately responding to requests and resolving individual concerns
- Increased sales by developing and following up on weekly goals
- Compiled and initiated lists of prospective customers for use as sales leads
- Opened and closed cash register, counted money, separated charge slips, coupons and vouchers; balanced cash drawers and completed deposits

## ACTIVITIES

- BMCC Business Opportunities for Student Success (BOSS) 9/10-Present
- BMCC Alpha Chi National Honor Society 9/09-Present
- BMCC Accounting Society 9/09-5/10

## COMPUTER SKILLS

- Proficient in Microsoft Word, Excel, Outlook and PowerPoint