

Brandi L. Powers

Phone: 410-xxx-xxxx Email: xxxx@gmail.com

EDUCATION

Bachelor of Science, Business Information Systems, May 20xx

Stevenson University, , MD

Minor: Management

GPA: 3.6/4.0

TECHNICAL SKILLS

- Languages: Java, JavaScript, Visual Basic
- Operating Systems: Windows, Linux
- Software: Visio, Microsoft Office Suite
- Databases: MySQL, MS Access
- Web Development: HTML/CSS, Microsoft SharePoint Designer, XML, RSS

RELEVANT EXPERIENCE

Retail Account Management Associate, T. Rowe Price, Owings Mills, MD October 20xx – Present

- Analyze and manage investor accounts, while processing customer requests
- Resolve data conflicts by providing service and information to shareholders over the telephone
- Provide customer service to shareholders and outside agencies

Business Analyst, T. Rowe Price, Owings Mills, MD May 20xx – August 20xx

- Documented, analyzed and published pdf data models
- Effectively communicated with internal and external clients to deliver functional requirements for Microsoft SharePoint interface redesign
- Implemented and designed GBS&T retail SharePoint website for internal company use

Central Operations Associate, T. Rowe Price, Owings Mills, MD October 20xx – May 20xx

- Analyzed high risk transactions, processed requests for investors & utilized AWD reporting
- Compiled data for PSC Recognition Program and workflow reports
- Created potential training options for the department, to leverage the intern training program

Clerical Assistant, Internal Revenue Service, Washington, DC June 20xx – August 20xx

- Used Microsoft Excel to create, enter, revise, & retrieve data for reports
- Prepared recurring correspondence, internal reports, & documents from office staff
- Established an organization system to secure high priority government and legal documents

LEADERSHIP EXPERIENCE

Resident Assistant (RA), Stevenson University, Stevenson, MD August 20xx – Present

- Build and foster a sense of community through individual interaction & meetings with residents
- Maintain a presence among 100 residents with personal and professional needs
- Organize and promote (2) campus wide events each month

INTERCOLLEGIATE ATHLETIC EXPERIENCE

Team Member, Stevenson University Softball, Stevenson, MD March 20xx – Present

- Communicate with teammates to organize team building events in the off-season
- Balance the demands of a student athlete and full-time student through time management
- Implement and receive criticism from coaches and teammates to improve

ACTIVITIES

Member, Phi Beta Lambda: Stevenson University Chapter, Stevenson MD August 20xx – Present

- Participate in local community service opportunities with Habitat for Humanity and the Red Cross
- Attend the National Fall Leadership Conference and networked with students from around the country
- Collaborate with fellow members to plan a campus-wide fundraiser and event

AWARDS

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