

PETER G. CARRINGTON

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City, State 11723

888.858.SKILLED
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FINANCIAL PROFESSIONAL Investment Banking / Accounting / Analysis

Intelligent, analytical, and motivated financial professional with strong leadership, communication, organizational skills. Expert in analyzing financials, and communicating with key clients to cultivate relationships. Able to work independently or as part of a team to deliver outstanding results. Strong work ethic; able to effectively multi-task and complete projects on time. Fluent French; Proficient Spanish, Basic Mandarin. Willing to work in the U.S. and Europe.

EDUCATION & DEVELOPMENT

Master of Science (MS) – Finance & Accounting – NAME OF UNIVERSITY, City, State
(Anticipated Graduation in May of 2012; 3.75 expected GPA)

Bachelor of Science (BS) – Economics – NAME OF UNIVERSITY, City, State (2010)

Currently pursuing Certified Public Accountant (CPA) designation

EXPERIENCE/INTERNSHIPS

MAJOR GLOBAL FINANCIAL INSTITUTION, City, State 2011 to Present

Junior Accountant / Investment Banking Intern

- Review client financials to reduce errors and ensure compliance, and manage/cultivate account relationships to enhance satisfaction and establish long-term relationships.
- Translate French business documents, revise product guidelines, and develop new client business proposals.
- Instrumental in facilitating partnership agreement by providing portfolio research and analysis; present critical findings to key executives (CFO, COO, COO).
- Prepare client tax returns; consistently receive high accolades from company management for strong performance and exceptional client service.

PREVIOUS INTERNSHIP/VOLUNTEER EXPERIENCE

VOLUNTEER INCOME TAX ASSISTANCE PROGRAM, Brooklyn, NY 2010
Volunteer Tax Preparer

COMPANY NAME, City, State Summer 2009
Auditing Intern

COMPANY NAME, City, State Summer 2008
Accounting Intern

Technical Skills: Microsoft Word, Excel, PowerPoint; Visual Basic; HTML; Web Design

Awards: "Outstanding Mentoring & Leadership" for exemplary client service