

MARIA REYES

347-555-5555 | mariareyes@williams.edu

EDUCATION

Williams College | Cumulative GPA 3.56 Williamstown, MA
Bachelor of Arts: American Studies | Concentration: Latino Studies May 2023
Awards: Questbridge College-Match Scholarship, Hispanic Scholarship Fund Scholarship, George Wright Hawkins Award
Study Abroad: University of New South Wales, Sydney, Australia January 2020-March 2020

PROFESSIONAL EXPERIENCE

Citi Bank | *Summer Analyst, Global Consumer Banking* | New York, NY (Virtual) June 2020-August 2020

- Participated in a five-week remote internship that covered Product Management, Marketing, Digital, and Retail Banking topics
- Developed Excel and PowerPoint skills with professional training from Training the Street Inc.
- Completed 2 case studies and presented final recommendations to Citi employees across the Digital and Marketing teams

A+E Networks | *Programming Intern, International* | New York, NY June 2019-August 2019

- Optimized organization of domestic programming inventory to facilitate an easier purchasing process for international clients
- Compiled information on domestic programs available for international distribution, including rights and premiere dates
- Collaborated with 7 other interns to create and pitch a unique marketing campaign to company executives

HarperCollins Publishers LLC | *Design Intern, Interior Design* | New York, NY June 2018-August 2018

- Distributed contracts via Adobe Sign that required signatures from authors and illustrators for payment processing
- Developed and maintained an expense sheet using MS Excel to track purchases made by the department
- Assisted a senior designer in orchestrating meetings with companies looking to partner with HarperCollins

Morgan Stanley | *Summer Analyst, Institutional Securities Documentation* | New York, NY June 2017-August 2017

- Drafted documents for the electronic trading desk, including Electronic Transaction Agreements and Swap Side Letters
- Reviewed Listed Options Applications Forms for accuracy and maintained an ongoing record of pending negotiation statuses
- Worked with a Sales Representative and a Registered Options Principal to obtain sign-off for Listed Options set-ups

ADDITIONAL EXPERIENCE

Williams College Museum of Art | *Agent for Creative Action* | Williamstown, MA October 2019-Present

- Develop public programming to increase museum visitorship of students from diverse backgrounds
- Collaborate with 15 other Agents for Creative Action to discuss ways to broaden the museum's access to the community
- Greet visitors as they arrive and collect feedback to improve the visitor experience

LEADERSHIP & PROFESSIONAL DEVELOPMENT

Management Leadership for Tomorrow | *Career Prep Fellow* | Washington, D.C. March 2021-Present

- Selected as one of 1,000 for an 18-month professional development program for high-achieving diverse talent
- Complete business case studies and intensive projects to hone analytical, quantitative and communication skills
- Participate in conferences hosted by industry leaders, such as Deloitte, Google, Goldman Sachs, Clorox and Target

Williams College Circle of Women | *Vice President* | Williamstown, MA January 2020-Present

- Organize weekly meetings to establish fundraising and local community outreach goals for the chapter
- Develop fundraising initiatives to raise money for the creation of an all-girls secondary school in Pakistan

Williams College Acapella – Euphoria | *Social Media Chair & Member* | Williamstown, MA September 2019-Present

- Rehearse weekly for five hours and perform at up to 8 different venues a year
- Maintain social media accounts to provide current, appealing content

Citi's Early ID Hispanic Heritage Program | *Citi Cards Participant* | New York, NY (Virtual) January 2020-March 2020

- Participated in a five-week virtual program focused on navigating the summer intern recruiting process
- Engaged in business specific webinars revolving around the Citi Cards department, specifically marketing and digital banking
- Connected with a mentor weekly for mock interviews and to discuss personal and professional development strategies

AFFILIATIONS & SKILLS

Affiliations: HerCampus Staff Writer, T-Howard Final Pool Talent and Ladders for Leaders

Language: Spanish (spoken and written)

Software: Proficient in MS Office Suite, Adobe Acrobat Pro, Adobe InDesign, Adobe Sign, DocPoint