

SAROJINI NAIDU

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EDUCATION

University of San Francisco, San Francisco, CA

B.S., Business Administration, Major: Finance

Expected Graduation: December 2016

- GPA: 3.87
- Dean's Honor Roll
- Financial Management Association Honor Society

Fall 2012 - Fall 2014

RELEVANT WORK EXPERIENCE

Smith Barney, San Francisco, CA

Finance Intern

June 2014 – Present

- Compile client portfolio reports of holdings and their up to date value
- Obtain in-depth information of funds and portfolio managers for clients and prospects
- Generate multiple reports from the Smith Barney system regarding client portfolios, their performance and their holdings for any given moment in time
- Attend various lectures by fund managers and Citi executives

Presidio Pay Advisors, San Francisco, CA

Intern

July 2013 - August 2013

- Assembled a survey of 112 companies' current executive compensation
- Analyzed companies' SEC filings in order to obtain the data
- Created a full analysis of found data, including current trends and ranking of companies by performance and executive compensation

Merrill Lynch, Pleasanton, CA

Finance Intern

June 2012 - August 2012

- Performed research on the Merrill Lynch system and analysis of funds, stocks and bonds
- Collaborated and presented a research project in regards to the well being of a portfolio's Large Cap International Investments

OTHER WORK EXPERIENCE

Help-U-Sell Allen Realty, Livermore, CA

Realtor Associate

September 2011 - June 2012

- Achieved 3+ million dollars in sales per year with average of 10 transactions per year
- Provided hands-on customer service involving multi-tasking, extensive market analysis, loan qualification and transaction coordination

SH & CO. Car Point, La Paz, Bolivia

Parts / Assistant Manager

June 2010 - May 2012

- Provided basic accounting services for 6-8 individual client accounts
- Acted as a liaison between customers and vendors
- Managed all aspects of the business when the owner was unavailable

AFFILIATIONS

Vice President, Delta Sigma Pi USF Chapter

September 2014 - Present

Member, Latin American Student Organization USF Chapter

December 2013 - Present

Member, National Association of Realtors & California Association of Realtors

August 2011 - Present

SKILLS

- Fluent in written and spoken Hindi
- Advanced knowledge of Microsoft Office Word, Excel, Outlook, Access and PowerPoint; Google applications; Salesforce; basic training in the Bloomberg System