

Ron Brooks

OBJECTIVE

A position as a Financial Analyst in the field of investments and banking where I can assist a company in developing and implementing sound fiscal policies and business practices.

CAPABILITIES PROFILE

My proven capabilities are applicable in a variety of areas including:

Risk Assessment
Customer Service
Time Management

Investment Analysis
Inventory Management
Cooperative Group Work

Portfolio Analysis
Strategic Planning
Marketing Strategies

EDUCATION

Bachelor of Science in Business Administration, Finance,
East Carolina University, Greenville, NC
G.P.A. 3.652/4.0
Graduated *Magna Cum Laude*

December 2004

Selected Examples of Coursework: Financial Accounting, Financial Management, Investments, Financial Markets, Security Analysis in Portfolio Management, Employee Benefits and Retirement Planning, Managerial Accounting, and Management Information Systems.

EXPERIENCE

Department of Recreational Services, Greenville, NC
Fitness Trainer

August 2003 – May 2004

The Department of Recreational Services provides recreational facilities and services to the students of East Carolina University. As a fitness trainer, I helped maintain a cleanly, customer-friendly weight room facility. I also assisted customers with equipment and proper training techniques.

Sara Lee Distributions, Winston-Salem, NC
Material Handler

Summers of 1997 – 2003

Sara Lee Distributions is a major distributor of Hanes and Hanes associated undergarments. I assisted in the inventory upkeep, packaging process, and shipment preparation.

General Nutrition Center, Winston-Salem,
Sales Associate

January 1999 – June 2000

General Nutrition Center (GNC) is a premier provider of health and health related food supplements. I helped maintain product inventory levels, sell health related food supplements, and provided customer-service.

PROFESSIONAL AFFILIATIONS

Member of Beta Gamma Sigma, International Business Honor Society
Member of National Collegiate Honor Society

COMPUTER SKILLS

Proficient knowledge of Microsoft Excel, Microsoft Access, Microsoft Word, and PowerPoint