**MATEO GUTIERREZ**

220 Pawtucket St., #450, Lowell, MA 01854

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**PROFILE**

* Strong analytical skills
* Skillful integrator of complex data
* Effective communicator, written and verbal
* Computer: Proficient in Microsoft Excel, PowerPoint, Word
* Database: Familiar with Bloomberg systems

**EDUCATION**

University of Massachusetts: Lowell, MA

***B.S., Business Administration (Finance concentration)*** May 2015

***Minor in Economics***

Overall GPA: 3.2, GPA in Major: 3.43

**RELEVANT EXPERIENCE**

Storyboard Systems, Waltham, MA June – August 2014

***Finance Intern***

* Designed an Excel workbook to track sales by region and salesperson
* Researched cost components of sales and price points
* Automated revenue recognition process
* Presented information on low revenue customers to management

Bank of Massachusetts, Haverhill, MA June 2011 – May 2014

***Senior Teller****, Sept. 2012 – May 2014 (part-time)*

***Teller****, June 2011 – Aug. 2012 (part-time)*

* Assisted retail customers with selection of financial products
* Handled financial transactions of small business clients
* Developed positive relationships with customers, encouraging satisfaction with bank

**ADDITIONAL EXPERIENCE**

Richley Painting Company, Chelmsford, MA June – August 2009 & 2010

***Exterior House Painter***

* Led a crew of four painters in completing residential jobs within estimated costs and

ahead of schedule

**LEADERSHIP ACTIVITIES**

***Treasurer,*** Young Leaders of America Sept. 2013 – Present

University of Massachusetts Lowell Chapter

**MEMBERSHIPS**

Society of Financial Professionals, New England Chapter, 2012 – Present

Student Investment Club, University of Massachusetts Lowell, 2012 – Present

Eco-Green Society, New England Chapter, 2010 – 2011