

ALEXA R. COYLE

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King of Prussia, Pennsylvania

EDUCATION

University of Miami – Coral Gables, FL

May 2017

Bachelor of Business Administration in Finance and Marketing

- **Minor:** Accounting
- **Cognate:** Spanish Language and Culture
- **Cumulative GPA:** 3.79 / 4.00
- **Honors:** Bermont/Carlin Scholar, A Who's Who Among Students in American Universities and Colleges, Presidential Scholar, Alpha Lambda Delta National Honor Society, Golden Key International Honour Society, Mortar Board National College Senior Honor Society, Omicron Delta Kappa National Leadership Honor Society, Hyperion Council, President's Honor Roll, Provost's Honor Roll, Dean's List

WORK EXPERIENCE

SEI Investments Company, – Oaks, PA

June 2017 – Present

Associate Internal Account Executive

- Serve as a consultant to financial advisor clients to ensure growth of their fee-based practices by providing investment product support (mutual funds and separately managed accounts), case implementation, and case analysis with the goal of increasing cash flow into SEI's diverse investment platforms.

Internal Account Executive Intern

June 2016 – August 2016

- Functioned as an Internal Account Executive within the Advisor Network at SEI, serving as the primary point of contact for financial advisors across the United States.
- Completed portfolio analyses and tax-transition analyses for prospective and existing end-clients, as well as developed investment strategy proposals to best satisfy client needs and goals.
- Met and spoke directly with financial advisors and their clients in order to provide advice and recommendations to best pair end-client needs with SEI's investment philosophy and investment product line.

Office of Planning, Institutional Research, and Assessment, – Coral Gables, FL

February 2015 – May 2017

Student Assistant, University of Miami

- Organized and coordinated highly confidential quantitative University data including admissions, financial aid, salary structures, and student scores for analysis and publication.
- Assisted data analysts and associate provost in finalizing assessment and accreditation reports for the University in preparation of our decennial, and troubleshoot issues to be resolved prior to publication deadlines.

Tylox Industries, LLC, – Wappingers Falls, NY

September 2009 – Present

Office Manager / Analyst

- Perform calculations of weights and prices of materials for construction jobs, under tight deadlines, assuring competitive and accurate pricing estimates.
- Complete varied duties, illustrating organizational skills and attention to detail, through addressing issues arising from pricing or weight discrepancies to ensure a viable and quality estimation.

LEADERSHIP EXPERIENCE

University of Miami, Student Managed Investment Fund

January 2016 – May 2017

Co-Chief Investment Officer / Analyst

- Coordinated class activities in order to assist in teaching fundamental analysis (Comparable Companies Valuation and DCF) techniques to a class of 35 students, as well as facilitated fund operations through a team of 7 Sector Heads.
- Served as portfolio manager to the fund, which has AUM of over \$750,000, and crafted a proprietary and standardized format for stock pitching, in order to increase create a more efficient and sustainable buying and selling process.

University of Miami, Women in Business

January 2015 – May 2017

President / Treasurer

- Grew organization from infancy to the 2016 and 2017 School of Business's Student Organization of the Year as president.

University of Miami, Hyperion Council

December 2015 – May 2017

Titan & International Chair

- Offered business consulting services to small businesses and non-profits in communities both locally and internationally.

SKILLS AND INTERESTS

- **Technical Skills:** Proficient in Microsoft Office Suite; SPSS; Morningstar; Bloomberg
- **Languages:** Conversational Proficiency in Spanish
- **Interests:** Soccer, Archery, Paddle-boarding, Football, Volunteering, Real Estate, Cooking & Nutrition