

Sarah Duque

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EDUCATION

University of Miami

Bachelor of Business Administration in Finance and Legal Studies, Accounting minor

Coral Gables, FL

Expected Dec 2017

- **GPA:** 3.48 / 4.00
- **Honors:** Bermont/Carlin Scholar, Provost's Honor Roll, Dean's List, OneBlood Scholarship
- **Relevant Coursework:** Valuation, Financial Modelling, Business Analytics, Corporate Law, Negotiation, Investment and Security Markets, and Intermediate Financial Management

WORK & LEADERSHIP EXPERIENCE

Citigroup, Inc.

Corporate Banking Summer Analyst – Industrials Group

New York, NY

Jun 2017 – Aug 2017

Banyan Mezzanine Funds, LP

Financial Analyst Intern

Miami, FL

Sep 2016 – Present

- Researching and analyzing financial performance for over 75 smaller middle-market companies
- Assisting in quarterly portfolio valuations by consolidating companies' financial information into Excel models, helping managers decide how to proceed with future fundings and payments
- Updating positions of debt issuances, including interest payment schedules for cash and payment in kind

Banco Sabadell

International Private Banking Intern, Discretionary Portfolio Management Unit

Miami, FL

Jun 2016 – Jul 2016

- Performed quantitative research and investment analysis on equity markets, bonds, exchange-traded funds, and mutual funds to evaluate clients' portfolio performance
- Communicated with external fund managers regarding risk factors, investment strategy, and projections for diversified or concentrated growth associated with these external funds

Hyperion Council

Internal Controls Chair/Urban Food Market Project Lead

Coral Gables, FL

Jan 2016 – Present

- Selected to develop business consulting projects designed to assist local Miami businesses with business fundamentals, including principles of finance, accounting, market research, and strategic planning
- Ensuring member accountability by maintaining objectives and quantifying improvement with metrics based on implementation, project execution, and member attendance

University of Miami – School of Business

Undergraduate Teaching Assistant

Coral Gables, FL

May 2016 – Dec 2016

- Supervise and teach a weekly discussion class of eight freshmen in a course on Cultural Competency in the Global Workplace and Finding your Personal Brand
- Act as a liaison between the administration and faculty of the business school and the incoming freshmen to assist with a seamless transition into college and into the business world

Women's Center of Boca Raton Regional Hospital

Excel Consultant

Pembroke Pines, FL

Jul 2015 – Aug 2015

- Improved the structure of a Microsoft Excel patient database for physicians by deleting unnecessary columns and cells, sorting patient information, and applying functions and formulas
- Integrated tables and graphs to analyze patients' health by correlating level of cancer risk with age, visiting frequency, and tissue density, helping inform physicians of underlying trends

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in Spanish

Technical Skills: Bloomberg Software (Intermediate), VBA (Limited Proficiency)

Activities: Senior Vice President and Fundraising Chair of Delta Sigma Pi, "Wall Street Survivor" for Canes Investing Association, Diversity Candidate for Citi's Discovery Day, Candidate in Compliance Bootcamp

Interests: Playing Tennis, Traveling on Cruises, Art Culture, Assembling Jigsaw Puzzles