

Steven Schuster

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EDUCATION

University of Miami, School of Business Administration **Coral Gables, FL**
Bachelor of Business Administration in Finance and Marketing Expected May 2018

- **GPA:** 3.8 / 4.0; **SAT:** 2200
- **Honors:** University of Miami President's Scholarship, Bermont-Carlin Scholar, Provost's Honor Roll (Fall '14, Spring '15, Fall '15, Spring '17), Dean's List (Fall '14 - Spring '17)
- **Relevant Coursework:** Investment Portfolio Management, Introduction to Alternative Investments, Investment and Security Markets, Intermediate Financial Management, Financial Accounting, Intermediate Business Statistics, Managerial Accounting

Bronx High School of Science **Bronx, NY**
Specialized High School Honors Diploma June 2014

EXPERIENCE

GAMCO Investors **Rye, NY**
Incoming Summer Intern Starting July 2017

Maxim Group **New York, NY**
Summer Analyst - Risk/Compliance Group June 2016 – August 2016

- Analyzed and evaluated applicable legal regulations and company policies interpreting and implementing legal requirements, and drafted revised company policies to conform with FINRA regulatory requirements
- Investigated prospective clients' backgrounds to ensure that Know Your Customer requirements were fulfilled as well as to determine the suitability of investment vehicles for different clients
- Worked collaboratively with various business units to address a wide array of compliance issues, including due diligence, adherence to company policies, and verification of client communications
- Identified and filed relevant documentation for response to regulator requests, including SEC and FINRA requests, relating to suspicious transactions, industry mapping investigations, and general regulatory inquiries
- Organized and monitored sensitive client financial documentation in online database

Greg Cohen Boxing Promotions **New York, NY**
Social Media Intern May 2015 – August 2015

- Managed social media portfolio, consisting of Facebook, Twitter, and Instagram, by posting relevant content and assuring robust presence, which resulted in a 300% increase in followers
- Researched all boxers on company roster to create informative posts for upcoming events

Sigma Alpha Epsilon: Florida Alpha Chapter **Coral Gables, Florida**
Deputy Treasurer and Fundraising Assistant August 2015 – Present

- Assisted in coordination of Annual Paddy Murphy Philanthropy Week 2016, benefitting the Children's Miracle Network, that raised \$90,553 which is the highest philanthropic donation ever achieved by a private university fraternity
- Prepared the fraternity's \$200,000 budget for events throughout the fiscal year

SKILLS, ACTIVITIES & INTERESTS

Skills: Microsoft Word, Powerpoint, & Excel. Social Media: Facebook, Twitter, Instagram, & Snapchat

Activities: CAT 5 Student Managed Investment Fund, 2016 Fun Day Service Day (Volunteer), 30-Love USTA Special Olympics Tennis 2015 (Coordinator), BBYO New York City Vice President 2014

Interests: New York sports, exploring Miami, music festivals, and road trips