

## KRISTIN L. TALBOT

401 Rosemont Avenue  
Frederick, Maryland 21701

555.555.5555  
careers@hood.edu

---

### QUALIFICATIONS

- Commitment to professional growth and development in financial services; goal oriented
- Extremely dependable in completing projects accurately and on time; highly organized
- Excellent team worker; perform well under pressure
- Strong analytic and problem-solving abilities
- Excellent written, verbal, and interpersonal communication skills

### EDUCATION

**Bachelor of Arts Degree in Management, Hood College, Frederick, MD** **January 2011**

- Concentration in International Finance and Economics
- Selected for Honors Program due to academic excellence; G.P.A. 3.72, Cum Laude

### INTERNSHIP EXPERIENCE

**Financial Analysis Intern, Merrill Lynch, Frederick MD** **September 2010-December 2010**

- Extracted, compiled, and analyzed financial and other budgetary data for consistency and accuracy for preparation of monthly status reports
- Consolidated, cross-referenced financial estimates to cover projected expenses
- Updated client portfolios with current fund information and prepared client portfolios for yearly reviews
- Analyzed investment accounts
- Created and assisted with seminar and event promotional materials

### ADDITIONAL EXPERIENCE

**Billing Specialist/Accounting Assistant, The Ramar Companies, Frederick, MD** **June 2007-present**

- Coordinate the billing process for a moving and storage company; audit paperwork for accuracy and billable charges; update billing information to ensure agents are paid accurately
- Complete journals, general ledger entries, reconcile bank statements, processing Accounts Receivable Statements, and record revenue
- Reconcile driver logs with commission statements to ensure accuracy in weekly payroll
- Perform customer service tasks for a high number of people, including answering phones and greeting visitors
- Selected to manage the billing and accounting functions for the record retention and portable storage entities
- Managed special contract project with Lockheed Martin; coordinate the inventory tracking, invoice generation, billing process and communication processes; demonstrate a high level of professionalism and commitment to quality and accuracy
- Started with company as an intern in high school; hired as a permanent employee; selected to take on projects and complex tasks

**Administrative Assistant, Advanced Urgent Care of Frederick, Frederick, MD** **July 2009-present**

- Responsible for greeting and registering patients
- Process payments and reconcile all monies received
- Complete the posting of visit charges in patient accounts to ensure that all transactions are updated

### COMPUTER SKILLS

MS Office Suite (MS Word, PowerPoint, Excel), Internet, Publisher, Front Page, Page Maker, AS400, Mover's Suite, Peachtree, WAWF, Stata, Misys, Great Plains, Quickbooks

*References available on request*