

Sarah Baker

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EDUCATION

College of the Holy Cross

Bachelor of Arts in History

Worcester, MA

Anticipated June 2018

- **GPA:** 3.3 / 4.0; Dean's List Spring 2015

Extracurricular Activities: COES Pre-Business, Finance Bootcamp (Oct 2017), Women in Business Conference

Relevant Coursework: Financial Accounting (ACCT 181), Academic Internship Program (Leadership & Management)

Universitat de Les Illes Balears

Full Year Intensive Language Immersion Program

Palma de Mallorca, Spain

2016 - 2017

- Took all classes in Spanish, designed an Independent Cultural Immersion Project, and lived with a non-English speaking host family

WORK & LEADERSHIP EXPERIENCE

George & Company

Appraisals Intern at Small Business Brokerage and Valuations Firm

Worcester, Massachusetts

September 2017 – Present

- Assist the Appraisal Team with business valuations, due diligence research and data entry.
- Internship component of the Academic Internship Program, taken with a Leadership & Management seminar.

The Bank of New York Mellon Wealth Management

Portfolio Management Summer Analyst, US Markets

Boston, Massachusetts

June 2017 – August 2017

- Created client performance review presentations in support of a team of 6 Wealth Managers.
- Rotated through the Private Banking and Sales teams bi-weekly; participating in small projects involving understanding complex relationship structures, credit and lending services, and commercial real estate underwriting.
- Leading team initiative to organize and more efficiently systemize client information within our Salesforce platform in order to drive more effective client engagement and relationship management.

Lionsgate Capital

Administrative/Operations Intern at Mortgage Advisory Firm

Palma de Mallorca, Spain

February 2017 – May 2017

- Helped open up a luxury vintage art gallery by creating and administrating a process for inventory management.
- Participated in meetings with senior leaders regarding the design and renovation of the gallery space, building strategic business alliances, and marketing and PR for the gallery.
- Advised the redesign of the company website by analyzing the current site against 5 competitors' websites.

The Bank of New York Mellon

Chief Administrative Office Summer Analyst, Client Service Delivery

Westborough, Massachusetts

June 2016 – August 2016

- Implemented a new engagement program for Global TA and Middle Office Client Service Delivery by designing, launching and managing their MySource Social page; Led to increased group communication and participation.
- Created and edited internal communication materials, such as executive summaries of business continuity plans and internal crisis management policies.
- Completed over 40 skills training modules regarding investment management, investment services, accounting, risk management, compliance/regulatory issue.

The Fullbridge Professional Edge Program at Holy Cross

Program Participant

Worcester, Massachusetts

January 2016

- Worked on a team of 5, for a week long intensive program where students explore strategic, financial and market issues faced by Fortune 500 companies.
- Analyzed companies, focusing on design thinking, strategy, innovation, brand, value creation, and business performance.
- Learned to read balance sheets, income, and cash flow statements and evaluate companies' strategies and performance based on those numbers.
- Conducted and presented a specific case study on Under Armour, pitching innovative plans to help drive revenue.

College of the Holy Cross

Resident Assistant and Orientation Leader, Office of Residence Life

Worcester, Massachusetts

August 2015 – May 2016

- Developed an environment conducive to academic success and individual growth in a building of 300 residents.
- Led a group of first-year students through a four-day orientation of team building and seminar based programs.
- Enforced college policy and community expectations, while maintaining strong relationships with residents.