

Alexandra D. Jones

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EDUCATION

Bachelor of Science in Business Administration May 2006
STATE UNIVERSITY OF NEW YORK COLLEGE AT BROCKPORT

- Concentration in Finance
- AACSB accredited business program
- Major GPA 3.65/4.0

Associate of Arts in Math and Science May 2004
STATE UNIVERSITY OF NEW YORK COLLEGE OF TECHNOLOGY AT ALFRED

- Overall GPA 3.44

FINANCE, ANALYTICAL, AND RESEARCH PROJECTS

Corporate Financial Policy SUNY Brockport
CORPORATE GOVERNANCE Fall 2005

- Researching and analyzing ways to organize a board of governors in the public and private sectors
- Examining the qualities and factors that impact a board's effectiveness (factors include size, insider/outsider ratio, age, and CEO duality)
- Findings include the importance that boards have on stakeholders/shareholders wealth

Principles of Finance SUNY Brockport
RISK ASSESSMENT PROJECT Spring 2005

- Evaluated risk of stocks and bonds by examining systematic/market risk (factors include risk premium, measuring beta) in order to pursue proper diversification of \$10,000 in mock dollars
- Return on portfolio was 6% over a 10 week period

INTERNSHIP, BANKING, AND CUSTOMER SERVICE EXPERIENCE

Executive Intern June 2005 - August 2005
TARGET CORPORATION Buffalo, NY

- Trained in each executive area while strengthening my leadership skills
- Learned to deliver the company's brand strategy with energy, enthusiasm, and execution ultimately resulting in excellence
- Completed a hands-on project that required implementation of acquired knowledge

Consumer Lending Representative (part-time) Summer 2004
FIRST NIAGARA BANK Hudson, NY

- Completed a 40 page disaster recovery plan for the Lending department Vice President
- Reviewed each lending portfolio to determine missing data (i.e. signatures, documentation); received a promotion in responsibilities due to 100% accurate work
- Trained new employees on portfolio review, pre-loan review, and disbursement check process
- Assisted senior loan closers with consumer loans, including home equity, auto, and refinancing

Customer Service Representative Summers 2001 - 2004
WEGMANS Greece, NY

- Expected to uphold and maintain customer service, satisfaction and appreciation
- Assisted customers, balanced cashier registers, and ran check deposits

COMPUTER SKILLS

Familiar with both Microsoft Windows and Mac OS
Microsoft Excel, PowerPoint, Word