

# Sally Stetson

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## EDUCATION

**Stetson University**, DeLand, FL

Bachelor of Business Administration

May 2018

Major: Management; GPA: 3.74

**Relevant Coursework:** Evidence-Based Management, Advanced Leadership Development, Leading Organizational Change and Development, and Strategic Management

### **Course Projects:**

“Employee Participation in Decision Making and Its Impact on Productivity” Sep - Dec 2017

- Created project idea and surveyed 50+ employees from different organizations in Volusia County
- Compiled survey data, ran analyses, and presented findings in Strategic Management course

## PROFESSIONAL EXPERIENCE

**Florida Energy**, Tampa, FL

*Regulation and Rates Intern*

June - Aug 2017

- Created Excel sheet to be used in conjunction with real-time pricing schedules
- Analyzed charts and information for Board of Directors presentation to multiple constituents

**Merrill Lynch**, Tampa, FL

*Management Intern*

June - Aug 2016

- Prepared materials for client meetings, including stock research and diversification data
- Researched potential customers and designed detailed Excel spreadsheets for Client Advisors

## CAMPUS AND COMMUNITY INVOLVEMENT

**Delta Delta Delta**, Stetson University, DeLand, FL

*Assistant Treasurer*

March 2017 - Present

- Set fundraising goals and manage a budget of \$5,000 for the organization
- Collect dues from all members and deposit them into appropriate accounts
- Engage in community service through participation in events and outreach efforts

**Student Financial Planning**, Stetson University, DeLand, FL

*Student Assistant*

Jan - May 2016

- Responded to questions from prospective students and directed to appropriate resources as needed
- Monitored front desk, answered phone calls, and checked in students for appointments
- Assisted supervisor with assembling financial aid packages for students

**Girl Scouts of America**, Tampa, FL

*Gold Award Scout*

Jan - Nov 2015

- Raised funds for and coordinated building of new playground for children with disabilities
- Developed leadership skills through proactively managing groups of volunteer builders

## SKILLS

**Computer:** Intermediate Level in Python; Microsoft Excel, Access

**Language:** Fluent in Spanish and French