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|  | **Mayra Odom** |  | **E :**example@example.com  **P :**555-555-5555  **A :**Jackson, MS 39201  **A :**Jackson, MS 39201 |  |

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| |  |  | | --- | --- | | **❘** | **Professional Summary** |   Highly motivated financial advisor educates clients on investment strategies, retirement planning and financial planning. Proven track record helping clients meet financial goals through sound advice and effective portfolio management.   |  |  | | --- | --- | | **❘** | **Work History** |   **MS Consulting Pier** - ***Financial Advisor***  Jackson, MS • 01/2019 - Current   * Meet with clients to discuss assets, expenses and long-term and short-term investment goals to devise personalized financial plans. * Develop personal rapport with each client to maintain customer loyalty and establish long-term accounts. * Educate clients on various financial matters and provided professional recommendations on investment opportunities, products and services based on each clients' individual needs.   **Force Work Contractors** - ***Financial Analyst***  Jackson, MS • 08/2015 - 12/2018   * Collected data and developed detailed spreadsheets to identify trends and create revenue, profitability and expense forecasts. * Performed complex financial and budget analyses to determine requirements and justify requested funding. * Used relevant financial technology to generate reports and recommended courses of action to upper management.   **Bank Of America** - ***Finance Officer***  Jackson, MS • 07/2013 - 07/2015   * Prepared monthly reconciliation of bank accounts and took corrective actions on deviations. * Generated financial and operational reports to assist management with business strategy. * Collaborated with team leaders to define standards, policies and procedures to meet company revenue goals. |  | |  |  | | --- | --- | | **❘** | **Skills** |  * Mutual funds * Retirement needs * Tax law expertise * Pipeline management * Insurance decisions * Stock market expertise * Trend analysis expertise * Mutual funds * Retirement needs * Tax law expertise * Pipeline management * Insurance decisions * Stock market expertise * Trend analysis expertise  |  |  | | --- | --- | | **❘** | **Education** |   **Jackson State University**  Jackson, MS  ***BBA*** : Finance  **Murrah High School**  Jackson, MS  ***High School Diploma***   |  |  | | --- | --- | | **❘** | **Languages** |   **English** :    Native or Bilingual  **Italian** :    Limited Working |