**Jenny Sale**

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2850 Parkway Drive, Tucson, AZ 85704

Sydney Sachs

Human Resources Manager

24 July 2019

Dear Mrs. Sachs,

Analyst with 4+ years of experience, strong quantitative analysis skills, compelling oral and written communication skills, a talent for managing deadlines for multiple projects, and an aptitude for working both independently and collaboratively in a team-based environment.

I am a self-starter with a versatile set of skills. My experience include desk support, preparation the material from proprietary system for the annual compliance procedures; executed compliance risk assessment with internal written supervisory procedures which consistent with the rules of FINRA and SEC; monitored AML issues by FINCEN to help verify the identity of clients and provide internal advices on AML policy.

Monitored the Outside Business Activity (OBA) and Private Securities Transactions (PST) of employees; archived 407 Letters and other confidential material for external audit.

My involvement in Investment Bank is Complied the statistics from Bureau of Transportation and airport official websites, identified the potential market risks of collaboration of a startup and Delta Air Line; assisted the pitch deck performance and collaborated with the sales department.

Increase my overall Compensation experience by providing support to a Global Human Resources team in

developing reasonable and competitive salaries and compensation packages that can help in retaining

skilled employees and acquiring new, long-term talent.

Accomplishments

• Managed two-year initiative to survey 100+ institutions and solicit data and commentary on the decline of international applicants to US-based STEM education programs

Compiled the findings of this survey in a report, which was featured in an article published by a leading science newspaper. The data was used to support advocacy efforts and was referenced in several follow-up op-eds - including one in the New York Times

Strategically increased the response rate to this survey by 69% through a variety of methods, including personally reaching out to stakeholders and building connections

• Developed innovative statistical methodology for estimating the emissions associated with the organization's investment portfolio

This methodology was glowingly approved by a third-party consulting firm and was included in the organization's official greenhouse gas emissions report

*Best Regards,  
Ashley Watkins*

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