

SAL GANNON

1301 42nd Street ♦ NY, NY 11429
sgannon@gmail.com ♦ 713.641.1212

QUALIFICATIONS PROFILE

Resourceful and driven **Master of Finance** graduate with skills in client relations, organization, critical thinking, research, writing, and communication.

- ◆ **Research & Analysis:** Utilize exceptional analytical skills to provide clients with viable business financing options. Adept research capabilities according to individual case needs and ability to recommend and implement appropriate course of action.
 - ◆ **Communication & Presentation:** Strong ability to provide sound business financing advisory services and present ideas clearly through effective writing. Outstanding capacity to develop interpersonal relations; display cultural sensitivity particular to investment analysis duties. In-depth experience understanding individual needs and educating appropriately. Fluent in Hindi.
 - ◆ **Computers & Administration:** Proficiencies include MS Office Suite and Internet research. Outstanding time-management and organizational abilities to provide exceptional staff support.
 - ◆ **Key Strengths:** Finely tuned analytical and research skills with dedication to clear communication and presentation. Able to maintain an exceptional rate of productivity, accuracy, and efficiency in high-pressure situations and under strict deadlines.
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EDUCATION

Master of Business Administration *GPA: 3.7 (2010)*
LONG ISLAND UNIVERSITY (CW Post Campus), Brookville, New York

Bachelor of Arts in Anthropology - *3 Years on Dean's List (2007)*
STONY BROOK UNIVERSITY, Stony Brook, New York

Member, Beta Gamma Sigma MBA Honor Society

EXPERIENCE HIGHLIGHTS

HIGHWOOD GROUP, INC., Forest Hills, New York
Customer Liaison, 2006-2008

Functioned as professional liaison for a local high-volume brokerage firm. Provided exceptional research and customer assistance services, including business investment identification. Interfaced with banking institutions on behalf of clients to assist in securing loans for business expansion and startup. Improved abilities in organizational management, communication, and interpersonal relations.

- Created and administered surveys to clients to garner feedback with regards to customer experiences, allowing management to address particular issues and enhance customer service.
- Gained expertise in specialized areas of banking and finance and corporate legal documents.
- Documented and provided information relating to business investments, financing options, potential growth, and profits.
- Maintained cooperative and positive working relationships with colleagues, supervisors, and clients.

PRIVATE TUTOR, Elmhurst, New York
Teacher, 2003-2007

Successfully developed curriculum and taught students grade 4-6 in the areas of mathematics, science, and English. Communicated with parents regarding students' needs. Designed lesson plans for honor students enrolled in comprehensive and challenging academic programs.

- Increased student performance by 50% through the design and implementation of innovative training exercises and materials.

- Enhanced student preparedness for city board examinations and prospective advanced classes.

~ Excellent references available upon request ~