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30 November 2024

Human Resources Department
Robert Half- Accountemps Division
Wiseman Blvd, San Antonio, Texas 78251

Dear Hiring Manager,

I am very interested in the AML Compliance Analyst position in the Accountemps division at Robert Half. I am a fourth year undergraduate student at the University of California, Davis, majoring in Managerial Economics with a minor in Technology Management. This position immediately caught my attention in my job search as it aligns with my passions for data analysis and problem solving.

My experience as a Tax Investment Intern at RSM US LLP equipped me with the skills and knowledge needed to succeed in a professional environment. I gained experience working with clients as well as senior accountants at the firm, strengthening my interpersonal skills. Throughout this experience I was tasked with preparing weekly reports to stakeholders as well as recommending opportunities for strategy improvement, essential skills of an AML Compliance Analyst.

My on-campus experience as the Career Development director at Davis Women in Business has also provided me many opportunities to exercise professional skills such as project management and public speaking. As the Career Development Director, I am responsible for executing valuable workshops for our 150+ club members to prepare them for the professional world. I manage a board of seven members where I hold weekly meetings. This experience has taught me how to run a professional organization as well as invaluable organizational skills needed for the role of an AML Compliance Analyst.

I believe that I would make an excellent AML Compliance Analyst as I strongly believe in Robert Half's mission of finding the best talent for the role. My previous experiences have equipped me with the skills necessary to succeed in a professional environment. I am eager to meet with you to discuss this opportunity and would be happy to connect at your convenience. My resume is attached and I can be reached at mdbrooks@ucdavis.edu or (012) 345-6789. Thank you for your time and consideration.

Best,

Marissa D. Brooks

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|--------------------|-------------------------|
| Job title | Entry-Level AML Analyst |
| Employer | Robert Half |
| Position type | Job |
| Work-Study program | No |

Job description

Robert Half is staffing for an **AML Compliance Analyst** position in **San Antonio, Texas**. We are seeking enthusiastic candidates looking to grow within the banking industry. We are looking for candidates holding:

- **Strong verbal and written communication**
- **Keen eye for details**
- **Proficient in Microsoft Office Suites**
- **1+ years experience as an AML Analyst, Risk Analyst, Compliance Analyst, or a recent college graduate willing to learn**
- **Research and investigate suspicious activities and make risk-based determinations through quality analysis**
- **KYC (Know Your Customer) knowledge is a plus**
- **Suspicious Activity Reporting (SAR) experience is a plus**
- **MS Excel pivot tables and VLOOKUPs are required**

This role is full-time 100% onsite during contract if converted to permanent the role goes to a hybrid schedule 3 days in office. The position is contracted for 6 months and will convert to a contract-to-hire position based on the candidate's work performance. Only interested in candidates willing to convert into full-time permanent role.

AML Analyst: The main functions of an Anti-Money Laundering AML Analyst to ensure efficient identification and monitoring of suspicious activities and transaction in the Bank and ensure timeous reporting of suspicious transactions.

Major Job Duties and Responsibilities:

- Investigate activities of institutions to enforce laws and regulations and to ensure legality of transactions and operations.
- Prepare reports, exhibits and other supporting schedules that detail an institution's safety and soundness, compliance with laws and regulations, and recommended solutions to questionable financial conditions.
- Recommend actions to ensure compliance with laws and regulations, or to protect solvency of institutions.
- Resolve problems concerning the overall financial integrity of banking institutions including loan investment portfolios, capital, earnings, and specific or large troubled accounts.
- Direct and participate in formal and informal meetings with bank directors, trustees, senior management, counsels, outside accountants and consultants to gather information and discuss findings.
- Review balance sheets, operating income and expense accounts, and loan documentation to confirm institution assets and liabilities.
- Review audit reports of internal and external auditors to monitor adequacy of scope of reports or to discover specific weaknesses in internal routines.
- Review and analyze new, proposed, or revised laws, regulations, policies, and procedures to interpret their meaning and determine their impact.
- Examine the minutes of meetings of directors, stockholders and committees to investigate the specific authority extended at various levels of management.
- Establish guidelines for procedures and policies that comply with new and revised regulations and direct their implementation.
- Evaluate data processing applications for institutions under examination to develop recommendations for coordinating existing systems with examination procedures.
- Verify and inspect cash reserves, assigned collateral, and bank-owned securities to check internal control procedures.
- Review applications for mergers, acquisitions, establishment of new institutions, acceptance in Federal Reserve System, or registration of securities sales to determine their public interest value and conformance to regulations, and recommend acceptance or rejection

If you are interested in this job opportunity, apply today through HandShake!

MARISSA D. BROOKS

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EDUCATION

University of California, Davis

Bachelor of Science in Managerial Economics, Minor in Technology Management

Davis, CA

Expected: June 2024

- Cumulative GPA: 3.5/4.0; Major GPA: 3.8/4.0
- Dean's Honor List - Fall '21, Winter '22, Spring '22
- Relevant Coursework: Econometrics, Futures and Options Markets, Financing New Business Ventures, Marketing for the Technology-Based Enterprise

WORK EXPERIENCE

RSM US LLP

Tax Investment Intern

San Francisco, CA

June 2022 – Aug 2022

- Utilized PowerPoint to create pitch books for current transactions and potential clients
- Analyzed and recommended specific investment opportunities to traders in healthcare and technology
- Prepared corporate taxation paperwork from clients' financial statements using CCH Access Tax, CaseWare, and Excel in consultation with senior accountants

Amy's Grill and Cafe

Lead Cashier

Hayward, CA

May 2019 – Sep 2021

- Promoted to Lead Cashier position 3 months earlier than average due to high performance rating
- Served 50 customers and handled \$700-\$1k in transactions per day, improving customer satisfaction and operational efficiency

LEADERSHIP

Davis Women in Business

Director of Career Development

Davis, CA

Sep 2021 – Current

- Facilitated 10 career workshops by acting as a liaison with business professionals and campus departments
- Designed social media campaigns across Instagram and Facebook, successfully attracting 500 event attendees

Davis Consulting Group

Consultant

Davis, CA

Sep 2021 – Current

- Collaborated on a business proposal and slide deck for Instagram, winning 3rd place in a case competition
- Attended weekly meetings to increase understanding of marketing and business strategy concepts

PROJECTS

T4 Marketing Campaign

Marketing for the Technology-Based Enterprise Class Project

Davis, CA

Spring Quarter 2022

- Presented a marketing campaign to business professionals, estimated to increase the profit margin by 25%
- Conducted focus group and developed market research survey to segment customers and inform strategy

ADDITIONAL INFORMATION

Languages: Fluent in French, Conversational in Spanish

Computer: Microsoft Office Suite (Excel, PowerPoint, Word), Google Suite, STATA, R Studio

Certifications: Bloomberg Market Concepts

Interests: Running, Chess, Photography

