

WILLIAM F. BIRCH

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PROFILE

- Target-driven professional with leadership and execution skills seeking a position in operations.
- Proven ability to show and lead initiatives in order to achieve successful business outcomes.

EDUCATION

Master of Business Administration (MBA)

May 2013

Purdue University, Krannert School of Management – West Lafayette, Indiana

- Concentration in **Operations**
- Awarded graduate assistantship with partial tuition reimbursement

Bachelor of Science in Business Administration

December 2008

University of Florida – Gainesville, Florida

- Majored in **Finance** and minored in **Mass Communication** and **Leadership**
- Financed 100% of undergraduate tuition with merit based scholarships

PROFESSIONAL EXPERIENCE

Deutsche Bank – Jacksonville, FL

Operations Analyst- Transaction Management Group

2010 – 2011

Group moved from NYC to Jacksonville and reduced from 5 to 3 members managing 85-90 clients.

- Tested and provided input on accuracy of transaction technology; reduced time spent on client transactions by 75%.
- Facilitated creation of monthly client commission statements by collaborating with sales, internal front office and external consultants.
- Ensured timely payment to vendors for research services on behalf of clients; company rated #1 for payment services.

Operations Analyst- Asset Services Division, Tax Group

2009 – 2010

Group moved from NYC to Jacksonville and reduced from 9 to 4 members processing taxes by April 15th deadline.

- Performed tax reporting to upward of 200 clients based on country of origin.
- Identified and collaborated cross functionally to rectify tax discrepancies; reduced time required for this process from 2 days to 4 hours per week.

Wells Fargo – Jacksonville, FL

2008 – 2009

Credit Manager

- Helped customers succeed financially by servicing accounts and selling financial products.
- Assisted customers by responding to personal finance inquiries.

Student Media Group – Gainesville, FL & San Diego, CA

2008

Sales Summer Intern

- Partnered with an LLC as a member of the Student Media Group in creating the inaugural University of Florida planner.
- Negotiated with local text book store to provide exclusive distribution and prominent advertisement placement.
- Selected as top 3 salesperson in the nation to expedite rollout of planners at University of California at San Diego.

Walgreens – Jacksonville, FL

2007

Business Management Summer Intern

- Managed over 30 employees at a multi-million dollar store.
- Participated in team-building projects to enhance the value and gross profit of the company.

LEADERSHIP & AFFILIATIONS

Dance Marathon

Captain of Entertainment

2007 – 2008

- Solicited various types of entertainment for Dance Marathon. Organized cameo presentations.
- Helped to raise more than \$427K for charity.

Delegate

2006 – 2007

- Led committee of 6 members and delegated responsibilities to 135 volunteers and supporters.

Kappa Sigma Fraternity

Director of Judicial Board

2005 – 2008

- Managed committee of 4 people in regulating the conduct of the fraternity by facilitating meetings and hearings as needed.

Chairman of External Philanthropy

2007 – 2008

- Organized the participation of the Kappa Sigma fraternity in 16 different philanthropies.