DonBosco CristoRey
High School and
Corporate Work Study Program

Student Worker Positions at Financial Institutions

Alliance Bernstein

1. Database management and input- Using Salesforce and Excel.
2. Assist in creating marketing materials.
3. Research projects.
4. Organize production room.

Brown Advisory

1. Copy, scan, quality control
2. Prepare books
3. Share kitchen duties
4. Assist in setting up and taking down meetings
5. Event Preparation
6. Support work on client portfolios

Division: Corporate and Institutional Banking Group

1. Analyze and print SAC database reports.
2. Data entry deposits.
3. Scan document closing out hard files.
4. Organizing and creating PowerPoint presentations.
5. Online research- general research

Division: Corporate Social Responsibility

1. Complete special projects as needed.
2. Update event reports.
3. Inventory supplies prior to and following each event.
4. Customer service: greeting clients and answering questions at events.
5. Research projects
6. Mailings

SBSB

1. Filing
2. Photocopying and Scanning
3. Mail Distribution
4. Data Entry
5. Preparation of Meeting and Event Materials
6. Maintain Library Materials Other

United Bank: Commercial Lending Division

1. Operational and administrative support.

2. Customer service support- calling clients and logging calls.
3. Filing and scanning reports.
4. Create table to edit recoverable expense files- using Excel.

Iron Point Partners

1. Reception (Phone Services)
2. Mailroom support—stocking, stamping, and sending
3. Concierge and Front Desk: managing guest visits and deliveries
4. Xerox Report and printer support
5. Restocking office supplies and take inventory of the storage room
6. Create PDF packets of articles to upload to shared drive