

Sally Spartan

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EDUCATION:

The University of Tampa

Bachelor of Science - Accounting

Cumulative GPA 3.89/4.0 (while working 21+ hours a week)

Tampa, FL

Graduation Date: 5/2021

EXPERIENCE:

Raymond James Financial

Operational Risk & Privacy Intern

Tampa, FL

11/2020 – Present

- Identify potential fraudulent patterns, where the user is journaling cash or stock repeatedly to or from the same client account. Escalate to their appropriate manager the activity and follow necessary procedures.
- Collect, aggregate, and report to managers all journal activity exceptions based on the prohibited accounts rules for each department.
- Gather operational loss data collected firm-wide following quarter end. Perform Root Cause Analyses on any loss over \$100k.
- Collect Risk Control Self-Assessment surveys (RCSA) quarterly for 26 divisions throughout the firm to capture risk changes within each division which is included in the Enterprise Risk Management Report.
- Assist in integrating the production of MetricStream, a governance, risk, and compliance (GRC) tool that will automate and integrate our programs, measure, monitor, report, and facilitate analyses.
- Make updates/enhancements to flowcharts, matrices, reports, and procedures for the department.

The University of Tampa Vaughn Information Desk

Student Coordinator - Head Information Desk Assistant

Tampa, FL

12/2018 – 5/2020

- Oversaw 24 information desk assistants and properly ensured they accurately handled and managed doing the loan key system, lost and found, and receipt and delivery of packages.
- Acted as a liaison between the supervisor and team. Made sure that the team and supervisor understood each other's needs, communication, and wants in improving the Vaughn Information Desk.
- Conducted bi-weekly meetings with the team of information desk assistants to discuss any updates and answer any questions or concerns.
- Assisted the team in the duties of a desk assistant when needed.

The University of Tampa Vaughn Information Desk

Information Desk Assistant

Tampa, FL

1/2018 – 12/2018

- Oversaw the loan key system and Law Abiding Students Ever Ready (L.A.S.E.R) service, handled lost and found items, managed emails that were sent to students, served as point of contact for receipt and delivery of packages, and opened and closed information desk.
- Provided guidance to students, professors, parents, and guests with answers and information to their questions.

LEADERSHIP, INVOLVEMENT, AND COMMUNITY SERVICE:

Beta Alpha Psi	Member/Internal Auditor	August 2020 – Present
Beta Gamma Sigma	Member	Spring 2019 - Present
INROADS	Member	November 2018 - Present
Feeding America – Tampa	Volunteer	July & August 2019
Lead Desk Assistant	Campus Leader	August 2018 – May 2020
INROADS Learning Summit	Recipient	June 2019
Give Kids the World	Volunteer	Spring 2018
Relay for Life	Volunteer	Spring 2018
Social Science Note taker	Campus Volunteer	January 2016 – May 2016

TECHNOLOGY SKILLS:

Intermediate knowledge of Microsoft Office PowerPoint, Excel, Word, Outlook, InfoPath, Visio, Access, SharePoint