

Evelyn G. Bitencourt

Objective	To obtain a fellowship with FINCA International for the summer of 2007.	
Education	Texas A&M University – College Station, Texas B.B.A. Finance with International Business Certificate; GPR 3.46 Study Abroad: Castiglion Fiorentino, Italy • Earned 13 hours of credit	Graduation: May 2007 Fall 2005
Employment History	<p>Financial Analyst Internship, V.H.A. – Irving, Texas Summer 2006</p> <ul style="list-style-type: none"> • Calculated VHA's 2006 cost of capital and value of stockholders' equity to be presented to CFO • Analyzed consulting cost centers' revenue and expenses to determine which consultants needed to be transferred in order to maximize finance manager's time utility • Developed Excel templates to facilitate budgeting process • Audited Q1 financial statements and HR's position management to budgeted headcount • Researched feasibility of implementing compressed work weeks <p>Finance Lead Internship, AggieSat – Texas A&M University Spring 2006 AggieSat is a satellite-building program of the College of Aeronautical Engineering</p> <ul style="list-style-type: none"> • Created budgets • Laid groundwork for establishment of a \$400,000 endowment through procuring funds and organizing a "Donor's Banquet" • Supervised finance team • Worked directly with accounting majors to track cash flow levels • Worked directly with the marketing sector to find and contact sponsors <p>Billing Clerk, Nerve Pain Center – Fort Worth, Texas 2001 – 2003</p> <ul style="list-style-type: none"> • Trained two employees and handled patient and contractor inquiries • Initiated correspondence with insurance companies and patient regarding unpaid accounts, and assembled requests for reconsiderations and disputes 	
Activities	<p>Tanner Fund, Student Manager in fund of \$350,000 Spring 2007</p> <p>Academy of Future International Leaders 2006-2007 The Academy program is very competitive. For more information please see <http://studyabroad.tamu.edu/Academy/></p> <p>Vice President of Finance, International Student Association 2004-2005</p> <ul style="list-style-type: none"> • Budgeted over \$33,000 for programs and activities • Increased overall budget by 26% by controlling expenditures and fundraising • Fundraised over \$10,000 • Managed two student organization accounts in all daily financial transactions, cash handling, reconciliation, deposits, and expenditures • Trained student directors in financial planning • Participated in weekly meetings with a multinational team of officers <p>Business Honors Association 2003-2005</p> <p>Language Learning Institute 2003-2004</p> <ul style="list-style-type: none"> • Taught Portuguese to students of various ages and fields of study 	
Honors	<ul style="list-style-type: none"> • Who's Who Among Students in American Universities & Colleges • Recipient of a scholarship from the ¡Adelante! U.S. Education Leadership Fund • National Dean's List Award • Golden Key International Honor Society – top 10% of Sophomore class • Recipient of the Nokia "Connecting Children to the Future" Scholarship 	
Skills	<ul style="list-style-type: none"> • Fluent in Portuguese and able to understand the basics of French, Italian, and Spanish • Skilled in Microsoft Word, Excel, and Power Point 	