

# PETER LYNCH

## SUMMARY OF QUALIFICATIONS

---

- Experienced in customer relations, account management, confidential document handling, client-staff communication, and most Microsoft Office 98 software applications

## RELEVANT SKILLS

---

### FINANCIAL SKILLS

- Conducted research to evaluate investments and insurance policies for clients
- Participated in Internet-based portfolio management simulation
- Handled client financial data confidentially

### COMMUNICATION SKILLS

- Scheduled meetings for clients and staff
- Interacted daily with parents, staff, and outside vendors at YMCA
- Thoroughly familiar with electronic communications media, including e-mail, Internet, and ICQ

### MANAGEMENT SKILLS

- Updated and reviewed client files to make sure information was relayed to them in a timely fashion
- Designed and implemented social and education activities for various cohorts
- Trained community volunteers in transportation, accountability, and first-aid procedures

## EMPLOYMENT

---

Fidelity Financial Advisors, Columbia SC; Internship, Summer 1999  
Columbia YMCA, Columbia SC; Athletic Camp Counselor, Summer 1998  
Palmetto Graphics, Columbia SC; Publication Assistant, 1996-1998

## EDUCATION

---

1997-1999	Winthrop University	Rock Hill, SC
	<i>B.S. in Business Administration with a concentration in Finance</i>	
	▪ Expected graduation December 18, 1999	
1994-1999	Midlands Technical College	Columbia, SC

## REFERENCES

---

Available upon request

113 MENLO DRIVE • SUMPTER, SC 29680  
PHONE (803) 936-5006 • E-MAIL PLYNCH@YAHOO.COM