LALEH AARABI

WELLESLEY COLLEGE ~ LAKE HOUSE
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EDUCATION

WELLESLEY COLLEGE, Wellesley, MA
Candidate for B.A. degree, June 2002; Major in Psychology

NEW ENGLAND COLLEGE OF FINANCE, Boston, MA

UNIVERSITY OF MASSACHUSETTS, Boston, MA

EXPERIENCE

WELLESLEY COLLEGE, Wellesley, MA **1999 to Present**

Schneider Office Part-Time Supervisor, March 2000 to Present
Exchange monies in safe for building organizations and businesses. Secure building.

Quantitative Reasoning Program, 1999 to 2001
Head Tutor
Arranged tutor assignments. Collaborated in meetings with QR faculty, deans and others regarding student issues and initiatives. (Fall 2000, Spring 2001)

Summer Research and Program Assistant
Evaluated web-based math sites and co-created on-line basic math resource. (Summer 2000)

OFFICE OF N. R. BRAYTON, CFA, Boston, MA **1998 to 1999**

Operations Consultant
Acted as primary liaison between office, custodian, brokers and clients for all concerns. Created presentation materials, including charts and tables. Co-produced quarterly investment letters. Researched index results, stock and mutual fund performance. Administered all billing and collections of service fees. Managed bookkeeping and assisted in tax preparation for firm. Created office manual for all firm office procedures.

PNC BANK, NEW ENGLAND, Boston, MA **1994 to 1998**

Account Operations Administrator
Administered all aspects of the bank's charity, The Fund for Charitable Giving (assets of charity increased to over $8 million since inception in 1996). Coordinated receipts of investments. Maintained records required for annual audits. Created manual for all office procedures. Supported Private Banking and Trust areas and trained new staff in all operations-related functions. Assisted in preparing FDIC Annual Report. Only non-officer to serve on Community Reinvestment Act Committee. (March 1997 to August 1998)

Administrative Assistant
Provided administrative support to Chief Investment Officer and Vice President of Trust. Assisted in preparing quarterly investment reviews and department budget. Identified services currently being provided by department, in the effort of restructuring and refocusing business scope. (September 1996 to February 1997)

Trust Secretary
Provided secretarial support to Trust Vice President. (November 1994 to August 1996).

CONTROL BUILDING SERVICES, INC., Waltham, MA **1993 to 1994**

Quality Assurance Manager
Represented company as management responsible for assuring quality of service at various department stores. Evaluated condition of facilities and coordinated improvement initiatives with clients.

ISS INTERNATIONAL SERVISYSTEMS, INC., Somerville, MA **1990 to 1993**

Administrative Assistant
Provided administrative support to Chief Executive Officer, Chief Financial Officer. Prepared detailed and graphic marketing proposals for Sales Team.

ACTIVITIES

House Council Vice President of Administration. Center for Work and Service Peer Resource Advisor. Research Assistant for Student Enrichment Program. Research Assistant at Wellesley Center for Women.

SKILLS

Microsoft Word, Excel, PowerPoint and Publisher; basic JavaScript; SPSS; AMTrust
Language: basic knowledge of Italian, fluent in Arabic.