

ANA YANAKIEVA

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Dedicated and goal – oriented student at Georgia State University majoring in finance with strong academic experience in the area, seeking a position in the finance field. Successful in demanding environment, teamwork, and leadership.

WORK HISTORY

SEPTEMBER 2023 – CURRENT

INTERN, CONNECT2COURT

- Successfully managed a wide range of legal proceedings, including evictions, warrants and garnishments from filings to dismissals.
- Prepared and filed legal documents, including affidavits, writs, and motions.

AUGUST 2023 – CURRENT

INTERN, FINCAY

- Utilized QuickBooks to manage and categorize accounts for a wide range of clients.
- Maintained accurate and up-to-date financial records.
- Reconciled statements to avoid errors and achieve accurate records.

MAY 2023 – AUGUST 2023

INTERN, LAND ADVISORS ORGANIZATION

- Completed research, compiled data, and updated spreadsheets.
- Prepared tables, graphs, and fact sheets to summarize research results.

EDUCATION

SEPTEMBER 2021 - CURRENT

FINANCE, GEORGIA STATE UNIVERSITY

- Relevant Classwork: Business, Value, and You., Computer Information Systems, Accounting, Corporation Finance, Business Communication, Economics.
- GPA: 4.15
- National Honors Society Member

MAY 2021

HIGH SCHOOL DIPLOMA, ALPHARETTA HIGH SCHOOL

- GPA: 4.0
- Hope Scholarship Recipient

LANGUAGES

- **English** (Bilingual)
- **Bulgarian** (Bilingual)
- **Spanish** (Intermediate)

SKILLS

- Microsoft Excel, PowerPoint, Word
- Analytical and Organizational Skills
- Calculations/Mathematics
- Great Team Worker
- Exceptional Communication Skills
- Quantitative Data Skills
- Complex Problem-Solving
- Legal Document Preparation
- Attention to Detail