

# Erik Murad

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## EDUCATION

**Robert H. Smith School of Business, University of Maryland**, College Park, MD 2012

**Master of Business Administration**, GPA: 3.620, GMAT: 700

Mayer Fund – Equity Research Analyst 2011-2012, Tech & Telecom Sector

- Member of Smith School's \$2.4 million endowment fund managed by 12 select MBA students
- Responsible for managing Tech & Telecom investments, April 2011-May 2012

Graduate Assistantship, Department of Management & Organization (1<sup>st</sup> Year), Office of Recruitment (2<sup>nd</sup> Year)

Additional Activities: Finance Association, Smith Admissions Ambassador

**University of Virginia**, Charlottesville, VA 2008

**Bachelor's of Arts in Economics**, GPA: 3.125, (Completed in 3 Years)

Cavalier Marching Band Alumni Association, Vice President, 2008-2009

Cavalier Marching Band, Trombone Section Leader, 2006-2008

- Managed, trained and organized trombone section of approximately 20 individuals.
  - Performed in university level productions by the CMB for live audiences as large as 63,000 people
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## PROFESSIONAL EXPERIENCE

**T. Rowe Price Associates, Inc.**, Baltimore, MD Summer 2011

**MBA Intern**

- Provided analytical and project management support to the Mutual Fund & Trust Administration for several high-level projects. Projects included fixed-income sector mutual funds implementation, actively managed trusts proposal, redemption fee adjustments for mutual funds and IT migration project for trusts.

**Oberthur Technologies of America**, Chantilly, VA 2008-2010

**Financial Analyst**

*Forecasting, Budgeting and Data Administration*

- Worked directly with the Vice President of Finance to coordinate and manage the sub-regional (USA) and regional (North & South America) sales forecasts. Directly responsible for establishing timetables for sales directors and facilitating demands from multiple regions, product lines and company divisions.
- Provided essential reporting/analysis for upper-management on all aspects of the sales forecast and addressed problems under tight deadlines.
- Coordinated and managed the sub-regional and regional sales budgets. Assisted with all other aspects of the budget, including the 3-Year-Plan, departmental expenses for US and Mexican sites, and reporting to top-level management.
- Reworked and automated virtually all reporting for the forecasting/budgeting processes, effectively eliminating wasteful labor, inefficiencies, and errors in the reporting.
- "Master Data Administrator" for North America – responsible for the administration and maintenance of all North America customer data for the forecasting/budgeting software. Heavily involved in the successful implementation of new forecasting/budgeting software from October 2008 to March 2009.
- Received multiple spot bonuses and awards in recognition of accomplishments.

*Accounting and Bookkeeping*

- Directly responsible for improving the efficiency of the month-end closing process by heavily reworking input files and reporting templates to work effectively with new software and company accounting processes. Provided essential reporting on all aspects of the month-end closing process.
- Worked directly with the Accounting Manager and Staff to assist with the accounting functions of the Chantilly site, including preparing cash reports, performing account reconciliations, journalizing, and assisting in collections.

*International Experience*

- Daily interaction with employees in France and Brazil. Occasional interaction with employees in over ten countries.
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## ADDITIONAL INFORMATION

- Advanced proficiency with Microsoft Excel. Proficient with Microsoft Word, PowerPoint, Access, and Outlook
- Software Experience: Microsoft Dynamics AX, Navision, Minitab, IBM Cognos TM1, Mac OS X, Windows
- Interest & Hobbies: Music & Composing, Trombone, Keyboard, Model Making, Reading, Exercise, Ice Hockey