

Andres Duarte

andresmduarte1@gmail.com • (347) 771-3837

Education

Stony Brook University

Bachelor of Science in Business Management
Specialization in Finance

Stony Brook, NY

Experience

Flagstar Bank

Client Consultant I

Shirley, NY

July 2024 – Present

- Cultivated strong relationships with clients by understanding their financial needs and providing tailored banking solutions to enhance client satisfaction and retention.
- Analyzed customer accounts and transactions to identify opportunities for product recommendations, account optimization, and risk mitigation.
- Consistently met or exceeded sales targets by promoting banking products such as loans, mortgages, and deposit accounts, contributing to the bank's revenue growth.

MD5 Construction

Financial Analyst Assistant

Smithtown, NY

June 2020 – July 2024

- Conduct financial analysis and performance evaluations of construction projects, assessing profitability, cost control, and financial viability.
- Prepare and present financial reports, including variance analysis, providing insights and recommendations to optimize financial performance.
- Ensure accurate documentation and tracking of expenses related to marketing campaigns.

Volunteer Experience

MIRA USA

Director of Accounting (Long Island Branch)

Smithtown, NY

September 2022 - Present

- Oversee financial management and accounting operations to ensure accurate recording and reporting of expenses.
- Collaborated with cross-functional teams of 30+ members to analyze financial performance, identify cost-saving opportunities, and deliver actionable insights through financial reporting.
- Facilitate over 100 funding requests and provide updates on financial matters by regularly communicating with the main branch of MIRA USA.

Program Coordinator

September 2020 - September 2022

- Created and organized seminars aimed at educating over 500 immigrants on various aspects of entrepreneurship, including starting their own business, website creation, financial management and navigating the real estate market.
- Coordinate logistics and streamline merchandise inventory management processes, ensuring accurate tracking and organization of over 250 products

Awards

- Golden Award issued by MIRA USA (2024)
- Certificate of Acknowledgement by MIRA USA (2023)

Certifications

Microsoft Excel (LinkedIn Learning):

- Charts in Depth
- VLOOKUP & XLOOKUP
- Formulas & Functions
- Data Visualization

Languages: English, Spanish