**Job Title** | Unpaid Internship with The Brienza Group at Merrill Lynch  
---|---  
**Job Description**  
As one of the top teams in Charlotte-South park office, we want to expose our interns to many facets in financial industry.  
• Finance (Taxable, Retirement, Lending, Stocks vs. Mutual Funds)  
• Planning (Investment Planning)  
• Marketing (Products and Services, Team Marketing)  
• Presentation (New clients and prospects, Current clients-Life changes)  
We are looking for self starters who will accept responsibility for a project, take ownership of a situation and make suggestions in a mature and professional manner.  
• Various Administrative tasks  
• Research on wealth markets & prospective clients, products and industry  
• Drafting of client presentations and meetings  
• Assisting with the preparation of investment allocations proposals  
• Follow processes and work under the supervision Financial Advisors and associates  
• Assisting in the preparation of different financial reports  
• Should be capable of preparing files and maintaining records and documentation  
• Interact with co-workers at all levels within the organization  
• Ability to learn and to contribute to the team  
**Type of Job** | Part Time (10 -15 hours per week)  
**Job Location** | Charlotte, NC (South Park Location)  
**Start Date** | Dec 2012- Jan 2013  
**Job Requirements**  
**Degrees Wanted** | Current Undergraduate  
**Majors Wanted** | Marketing, Accounting, Business Administration, Finance, Economics  
**Job Targets Wanted** | Administration; Finance/Financial Management Services; Marketing Advertising and Sales  
**Special Skills Wanted** | Attention to Detail  
**Minimum GPA** | 2.70  
**Other Job Requirements** | • Attention to detail
- Current undergraduate
- Minimum 3-4 credit hours requirement
- Must be able to commit to at least 10 hours per week. Hours would be decided at the time of interview
- Great communication skills (oral, written)
- Good computer skills (Word, Excel)
- Analytical skills and creativity
- Excellent written English skills
- GPA of at least 2.70

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<tr>
<th>Company Information</th>
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<tbody>
<tr>
<td><strong>Company Name</strong></td>
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<td><strong>Company Description</strong></td>
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<td><strong>Equal Opportunity Employer</strong></td>
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<th>Contact Information</th>
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<tr>
<td><strong>Contact</strong></td>
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| Address: 4500 Cameron Valley Parkway  
Charlotte, NC 28211 |
| Phone: 704-442-4248  
Email: preeti.gogna@ml.com  
jennifer.all@ml.com |

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<tr>
<th>Application Instructions</th>
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<tr>
<td>If interested, please EMAIL your resume to <a href="mailto:preeti.gogna@ml.com">preeti.gogna@ml.com</a> and <a href="mailto:jennifer.all@ml.com">jennifer.all@ml.com</a> with a brief essay about:</td>
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<td>- How would you be an asset to The Brienza Group during this internship</td>
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<td>- Why you are interested in this internship opportunity</td>
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<td>- What are your future goals and how this opportunity would help you</td>
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<td>Please go to The Brienza Group Website to learn more: <a href="http://fc.ml.com/the_brienza_group">http://fc.ml.com/the_brienza_group</a></td>
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