

Jared Lake

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21 E 21st St, Apt 3A, Manhattan, NY 10010

PROFESSIONAL OVERVIEW

Dynamic and results-oriented Client Service Associate with AlphaSights, currently specializing in delivering high-quality insights through expert survey research and client engagement. I am seeking client-facing roles that will leverage my ability to build strong client relationships and provide impactful solutions, ultimately supporting my professional growth in the business world. My experience in a fast-paced environment has equipped me with a strong foundation in project management, teamwork, and client communication, and I'm excited to bring this expertise to new roles and challenges.

KEY COMPETENCIES

Strong client relationship management	Team collaboration	Strong interpersonal skills
Proactive stakeholder engagement	Analytical data analysis	Creative problem-solving
Adaptability and flexibility	Effective project coordination	Exceptional organisational skills

PROFESSIONAL EXPERIENCE

AlphaSights

Jul 2023 - Present

Surveys Associate, Client Service Team

- Lead end-to-end survey services for top capital market clients, managing all stages from authoring and programming to expert recruitment and data analysis to provide industry leading highest-quality, timely, and accurate solutions
- Consistently rank in the top 10% of associates, delivering substantial revenue growth, contributing to a year-over-year term increase exceeding over \$3M in revenue by consistently meeting and exceeding performance targets
- Manage and execute 5+ projects simultaneously, including leading 3+ client surveys at a time, ensuring efficient resource allocation, clear communication and expectations, and exceptional client satisfaction throughout
- Provide training, guidance and mentorship to interns and new hires, including one intern who received an offer to return by fostering a collaborative environment, offering frequent and active feedback in weekly syncs and on desk

QFS Capital

Jun 2020 - May 2021

Junior Underwriting Intern

- Prepared qualification reports using Microsoft Excel by reviewing and analyzing applicants' bank statements, credit reports, and contracts to determine eligibility of applicants for desired funding and informed senior leads on status
- Researched potential small business customer leads by navigating through the Online Better Business Bureau and Manta to gather information and generate reports on potential new clients based on given eligibility criteria
- Collaborated with sales and marketing teams to create a presentation on funding guidelines for small businesses that included how to apply for funding, the cash advanced and consolidations offered, and factors determining eligibility

EDUCATION

Binghamton University, State University of New York, School of Management

Master of Business Administration

May 2023

Cumulative GPA: 4.00/4.00 | Coursework: Leadership, Finance, Entrepreneurship, and Marketing

Bachelor of Science in Business Administration, Concentration in Finance

May 2022

Summa Cum Laude | Major GPA: 4.00/4.00 | Cumulative GPA: 3.85/4.00 | Dean's List Honors

LEADERSHIP EXPERIENCE

The Fun Committee, AlphaSights

Bringing engaging, work-friendly fun events to life

AlphaTennis, AlphaSights

Competitive corporate tennis heading to Nationals

Virtual Enterprise International (VE)

Active alumni speaker and competition judge

Teacher Assistant, Binghamton University

For derivatives, finance, and management courses

Tau Kappa Epsilon Fraternity (Rho Mu Chapter)

Treasurer for my fraternity

ADDITIONAL INFORMATION

Technical Skills

Advanced - Microsoft Office Suite

Advanced - Google Suite

Advanced - Wordpress

Advanced - Hosting Platforms

Advanced - Decipher (Forsta)

Intermediate - CapCut

Intermediate - Social Media

Intermediate - Canva

Proficient - Python

Proficient - HTML

Proficient - CSS

Interests

24' NY Marathon

Tennis

New York Sports

The Office

Traveling

Sinai Scholars

Dirty Bird Run

Jewish Runners

Lifeguarding

Coffee Shops

NY Restaurants