

SAY YES BUFFALO INTERNSHIP OPPORTUNITY SUBMISSION FORM

Organization Name: Citi

Location: Getzville, NY

Website: www.citi.com

Organization Description and Core Values: Citi, the leading global bank, has approximately 200 million customer accounts and does business in more than 160 countries and jurisdictions. Citi provides consumers, corporations, governments, and institutions with a broad range of financial products and services, including consumer banking and credit, corporate and investment banking, securities brokerage, transaction services and wealth management. Our core activities are safeguarding assets, lending money, making payments, and accessing the capital markets on behalf of our clients.

Internship Title: Summer Analyst – 2024 Program

Internship Duties and Responsibilities: Selected interns will be placed on an assignment within one of the two groups detailed below:

- **Finance:** The Finance Division is the guardian and communicator of key financial information and controls. As a partner with Citi's various businesses, Citi Finance drives business franchise and legal entity decisions on capital planning, liquidity, budgeting, tax, strategic direction, and policy management
- **Markets Operations:** Markets Operations supports and manages the settlement, processing, and accounting departments for Global Markets. Markets Operations is responsible for clearing, settling, and booking securities business using a timely, cost efficient, scalable, and controlled process. The key focus of Markets Operations is to continue to enable new products, new business and ever-expanding volumes whilst eliminating errors and avoiding loss.

Minimum Requirements:

- Say Yes Buffalo Scholar in good academic standing – all majors are encouraged to apply.
- Minimum GPA of 3.3 required.
- Current Junior or Senior
- Strong work ethic, driven to succeed.
- Effective written and oral communication skills
- Strong analytic skills and high energy level
- Experience in Microsoft Word & Excel
- **Must be classified as a rising senior graduating between Fall 2024-Spring 2025. To qualify for our full-time program, you must graduate Fall 2023-Spring 2024.**

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Intern takeaways:

Interns will have to opportunity to get hands on training and complete work in the Operations field within our TTS, Markets, Loans, Security Services, Reference Data, or KYC team. They will get both junior and senior mentors. They will work on projects during the summer and have the opportunity to network with each other inside and outside the office. We will also have senior speaker series where senior leaders at Citi will speak with the group about their experience and provide insight to the analysts on how to excel their career, etc.

Duration of employment:

Start date for Summer is June-August 2024

Compensation:

The hourly rate is \$24.04

Transportation:

Students will have to provide their own transportation.

Accommodations:

The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns. Citibank has an accommodations team that can work with the students on some of the needs they have within reason.

To apply: Submit resume and cover letter to buffalointernships@sayyesbuffalo.org **If necessary, Say Yes staff may send you suggestions before we send your cover letter and/or resume to the employer(s).** In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

Deadline:

TBD – Applications will be accepted on a rolling basis until positions are filled.

Interviews:

Please note that internships are competitive and not every scholar will receive an interview. If you are selected for an interview, the employer will contact you directly.