

ASSOCIATE, INVESTMENT BANKING OPERATIONS

Highlights

- Proficient in Microsoft Office (Excel, PowerPoint, Word, Access), Minitab, Maple, Lingo, and HTML Applications
- Experience in SAP programs as well as Six Sigma
- Detail-oriented
- Analytical
- Troubleshooting and problem solving
- Superior communication, group dynamic, time management, organizational and leadership skills

Experience

Associate, Investment Banking Operations 07/2013 Company Name City , State

Intern, Syndicated Loan Operations 06/2012 to 12/2012 Company Name City , State Responsible for performing maintenance on over 150 deals with over 1000 loans, including processing notices of loan activity, managing cash flows, and monitoring past dues and exceptions. Identified issues and partnered with the agent banks to define the root cause and implement a remediation plan. Prepared and distributed weekly status updates to the agent banks for several deals. Responsible for monthly checklist process, ensuring the integrity of month-end data.

Intern, Derivatives Operations 12/2011 to 05/2012 Company Name City , State Responsible for updating and creating backend client contact details database to ensure efficient communication with clients for successful compliance with federal regulations. Prepared bi-monthly critical executive scorecard reports for senior management to ensure the corporation complied with federal confirmed-trade regulations. Improved efficiency of reporting through developing system enhancements, including macros generating business critical compliance reports for both equity and credit derivatives.

Education

2013 Bachelor of Science : University of Delaware - Operations Management City , State

Minor in Economics

GPA: 3.978/4.0

Awards/Distinctions: Distinguished Operations Management Junior, Alpha Lambda Delta Honor Society, National Society of Collegiate Scholars, Dean's List (all semesters)