**MICHELLE PEREZ**

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###### Career Summary

An accomplished Securities (Index, Fixed Income, Equity and Derivatives) Market Data, Pricing and Valuation Analyst with 12 years working experience including one year assignment in London.

**Key Capabilities include:**

* Data Analytics and Interpretation
* Outstanding Stakeholder (Client/Vendor) Relations
* Articulate Oral and Written Communication
* Fair Valuation
* Leadership and Training
* Proficient in Microsoft Office
* Basic Knowledge of writing macros and VBA coding
* Technical Knowledge on SQL, Aqua Data Studios
* Product Knowledge: Thomson Datastream, Siebel, Bloomberg, Blackrock Aladdin, Reuters 3000 Xtra and Datascope

**Key Career Accomplishments include:**

1. One year assignment in London as support for transition of EMEA processes to Aladdin (BLK system), decommission of Legacy system/processes and ensured smooth migration of work to the new office in Gurgaon, India.

2. I have been a part of the pioneer team in Singapore and have performed key role in building the team with the successful migration of processes from US, London and APAC region as well as the complete on boarding / training of new hires.

3. Received 3 awards recognizing continued hard work and dedication in delivering quality service to clients and for successfully completing projects on a timely manner.

4. Streamlined data loading process in partnership with relevant teams to enhance data quality and error reporting mechanism highlighting valid exceptions that require action.

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###### Professional Experience

**BlackRock Asset Management Southeast Asia Services Pte Ltd** (formerly Barclays Global Investors) **Jan 09 – Jun 16**

*Associate, Business Operations -APS-Investment Services-Pricing (Jan 12 – Jun 16)*

**Responsibilities:**

* Daily support of the trading process with regard to pricing requirements for BlackRock.
* Daily quality control and validation of time series data including security pricing, analytical and corporate action data
* Liaison with market data vendors and market dealers to obtain the most accurate data.
* Interact with internal and external clients to serve as a financial services helpdesk, managing expectations of service delivery, and provide superior customer service
* Operate as part of a global team with consistent service and process
* Resolve pricing issues at Blackrock’s fund administrators which are an outcome of the market value reconciliation control.
* Constantly evaluate process and procedures for inefficiencies and make recommendations for improvement
* Maintain procedural documentation and update as necessary
* Fair value management/ Hard-to-price escalation
* New instrument / New product valuation methodology
* Valuation Committee Leadership and Support
* BlackRock Fund audit support
* Primary fund administrator contact for pricing support and escalation

*Analyst, Asia Pacific Services Group - Data Integrity Team (Jan 09 – Dec 11)*

**Responsibilities:**

* Business support and management of securities market data (equity, fixed income, derivatives) that are used in all Blackrock fund management process which support investment management, trading and accounting systems.
* Support of fund management systems with regards to accrued interest, yields and durations and the underlying data attributes and event schedules required.
* Management of daily production and data integrity assignments.
* Liaison with market data vendors and market dealers to obtain the best and most accurate source for security reference data.
* Liaison with internal client group, managing expectations of service delivery and specific data content or coverage initiatives.

**Major Accomplishments:**

**Jan 14**: Assigned as Team Lead for Singapore Pricing Team

**Jan 12:** Promoted to Associate (Senior Analyst)

**Sep 10 – Sep 11:** One year assignment to London Office

1. Hired as Data Analyst and part of the pioneer Data team in Singapore. I became the SME for EMEA related processes and consequently been assigned to work at the London office for a year to support transition to BLK system, decommission of Legacy BGI process and migration of work to the new office in Gurgaon, India.

2. At the end of my one year assignment in London, I became part of pioneer pricing team in Singapore and played the key role in building the presence globally as well as the on boarding/ training new hires. I have partnered closely with Global team and rest of APAC regions to successfully migrate and centralize all APAC pricing operation and valuation process to Singapore.

3. Developed strong stakeholder relation management skill and have continuously educated clients/vendors/service providers either internal/ external of our team’s role and how to effectively use the system and processes available and how we can continue to improve our service and vice versa. Regular cross trainings/ meetings are conducted, up to date documentations are centrally stored and due diligence process are fully utilized to highlight possible areas of improvement.

**Credit Suisse (Optimum Solutions)**  **NOV 08 – JAN 09**

*Application Support Consultant*

**Responsibilities:**

* Provided PB IT Support Services to Front Office users in Asia Pacific region based on service level set by the management or otherwise stated in service level agreements
* Liaised with external service provider and/or internal departments to deliver high availability of Production System
* Managed and executed the framework and service level required from the different internal and external providers.
* Performed 1st level application support related activities.

**Thomson Reuters (formerly Reuters) Singapore AUG08 – OCT 08**

*Service Support Helpdesk Analyst*

**Responsibilities:**

* Delivered timely and up to date service information to Thomson Reuters customers, Global Thomson Reuters Support Centres (TRSC), Thomson Reuters Data and Technical Operations teams on real-time financial incidents and system issues (data/service outages).
* Issued background service information, such as Change Notifications, and planned outages, as provided by Thomson Reuters Operations units and Thomson Reuters Support Centres (TRSC)
* Participated on regular meetings with Team Leader, Service Manager and other Resolver Workgroups to review performance targets and recommend team deliverables.
* Published timely and accurate statistical performance reports detailing metrics covering major, non-major incidents and highlighting areas of action where appropriate.

**Thomson Reuters Corporation** (formerly The Thomson Philippines Corporation)

**Dec 02 – May 08**

*Data Improvement Team 3rd party Indices*

*Senior Data Analyst (Sep 06 – May 08)*

*Research Analyst (Jun 05 – Sep 06)*

**Responsibilities:**

* Attained compliance target of 99% on quality for Equity Global Indices database by facilitating data verification processes that promote quality and efficiency.
* Highlighted and managed to conclusion improvement techniques and process enhancements utilizing skill sets and internal department resources at their disposal.
* Promptly delivered projects aimed at data improvements, rapid response turnarounds and third party restructuring on the target dates and clients expectations.
* Provided daily reports (Global Audit, Global Response Report, Distillery Process Report and Workflow Report) to the London office.

*Research Analyst – Equity Indices (Dec 02 to Jun 05)*

**Responsibilities:**

* Ensured Accuracy, Correctness, and Timeliness of end of day updates of Equity Indices Data in DataStream.
* Validated data on Datastream against secondary sources (i.e. website, publications and suppliers) and correct suspect or missing data in a timely and effective manner.
* Coordinated with data suppliers to ensure timely and accurate delivery of data and verified and corrected data items where necessary.
* Resolution of Client queries both internal and external and maintained the agreed upon turnaround time.
* Communicated to London, office routines completed on a daily basis.

**Major Accomplishments:**

**September 2006 –** Promoted to Senior Analyst

1. Started as an analyst for the Equity Index team and because of my commitment in ensuring high level of data quality and enthusiasm in completing special projects, I was assigned to take on the Data Improvement role migrated from UK to focus on projects on Quality Checks and have then been promoted to Senior Analyst.

2. Performed a key role on the successful migration of work across locale (Manila to Bangalore and London to Manila) with extensive training and creation of comprehensive process guides.

3. Awarded with TOPs (The Thomson Outstanding Performers) Recognition for “above and beyond” efforts on a long-term project or quick resolution of an internal issue or client concern. I have also received the TF Global Gold Award twice to recognize continuous hard work and dedication in meeting the release date for a big project.

4. Completed Projects on Process Improvement for out dated ingest mechanisms, partnered with relevant teams in the implementation of new loading process design with enhanced error reporting procedures.

5. Lead large scale database restructuring announced by 3rd party sources and highly sensitive client’s demand for additional data coverage. Produced detailed action plans, gained approval and delivered to target dates and customer expectations.

6. Provided Microsoft Excel Training to the whole team on useful functions and basic VBA coding.

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###### Education

**Tertiary Education (1998-2002)**

Bachelor of Science, Major in Business Economics

University of the Philippines, Diliman

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Character References

Available upon request.