

ANDREW FURLONG

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WORK EXPERIENCE

Bank of America Merrill Lynch

Financial Data Services – Senior Regulatory Services & Reporting Analyst

Pennington, New Jersey

February 2019 – August 2019

- Analyzed and performed maintenance on Merrill Lynch general ledger accounts by processing open exposure items and identifying abnormal balances for escalation.
- Ensured trades in Financial Data Services accounts were not placed past cutoff and advised on entries to be reversed.
- Oversaw outgoing wire lines and verified wires greater than 250 million had proper authorization from senior leadership.
- Tester of semiannual Business Continuity Test and provided insights for associates at sister site locations on how to complete business objectives if site outages occur.
- Facilitated procedure audits for senior leadership to ensure risk management practices, accuracy and process integrity.
- Worked with team managers to train new associates and ensure a seamless transfer of core knowledge.
- Assisted senior leadership by verifying the internal organization logic of open exposure items in general ledger accounts.

Global Wealth Investment Management – Statements & Tax Reporting Analyst December 2017 – February 2019

- Evaluated and adjust client cost basis data to provide accurate tax reporting information for ultra-high net worth clients.
- Analyzed monthly brokerage statements to provide financial advisors with reconciliations for client auditing purposes.
- Instructed financial advisors and client associates on firm wide financial reporting practices and provided assistance to advisors on client tax documents.
- Responsible for managing current and historical data on processing rates that are critical for day to day functions.

Educational Testing Service

Reading Management Systems Analyst

Princeton NJ, Cincinnati OH & Kansas City MO

Summer '15 & Summer '17

- Organized a team of over 400 teachers to ensure that exams were graded in an accurate and timely manner.
- Responsible for generating reports and managing test data critical to completing exam grading on a limited time table.
- Worked directly with subject managers in order to guarantee the security of confidential materials on site.
- Coordinated logistical processes of the Physics, Chemistry, Macroeconomics and Music Theory exam grading.

EDUCATION & SKILLS

Ithaca College, School of Humanities and Sciences

Bachelor of Arts in History

Ithaca, NY

May 2017