Damien M. Lindsey

(443) 768-2654 | damienlindsey20@gmail.com | LinkedIn: DamienLindsey🔗 | GitHub: Damien-Lindsey🔗

PROFESSIONAL SUMMARY

Pragmatic problem solver with a Finance and Cybersecurity educational background looking to work as a Business or Financial Analyst. As a Morgan Stanley Operations Analyst my primary role was analyzing internal processes and collaboratively driving automation. With a sharp eye for detail, leadership confidence, and interpersonal finesse I excelled organizing my team in resolving inefficiencies.

EDUCATION & CERTIFICATION

CompTIA Security+ — *Renew: December 2024*
Coursera Google Cyber Security Professional Certificate — *In Progress*
Towson University — Towson, MD
Bachelor of Arts (B.A.), Business Administration; concentration in Investments
> **Relevant Coursework:** Business Analytics, Enterprise Information Systems, Financial Modeling & Management, Financial & Managerial Accounting, Financial Institutions & Risk Management, Investment Equity & Fixed Income Security Analysis

EXPERIENCE

Morgan Stanley — Baltimore, MD
Operations Analyst II — *February 2022 – August 2023*
- Lead team in automating operational processes, updating procedural documentation, and training on processes and tasks
- Collaborated with tech teams and 3rd party software providers to structure operational process flow
- Delegated assignments to
- Reviewed regulatory adherences/tax documentation for onboarding client accounts, cleared associated tasks, and distributed disclosures as needed (Dodd Frank, IM Seg CFTC, QIB, QFC, CRS, CVA, ID Res, MID/Met, Torch-DDQ, etc.)
- Provided updates on behalf of Client Onboarding team in weekly Client Onboarding & Regulatory Services (CORS) meeting

Morgan Stanley — Baltimore, MD
Trading Operations Summer Analyst — *Summer 2021*
- Processed trading of residential mortgages on the secondary market
- Teamed-up with intern group to assist 'Tax Client Reporting & Accounts' team in designing an optimized 'Control Assessment Repository' operational process

MSI Security — Baltimore, MD
Systems Integration Technician — *September 2018 – December 2021*
- Networked IP/Analog CCTV camera systems in 50+ commercial and residential environments
- Performed walkthroughs with clients to design CCTV camera system layouts
- Ran CAT5/coaxial cables and installed bullet/dome cameras on interior and exterior of properties
- Provided phone support to field technicians/installers to assist with troubleshooting issues with existing access control, CCTV, burglary, and fire equipment as well as configuration of new devices being added to the system
- Provided direct customer service answering questions, assisting with troubleshooting system issues, and dispatching service technician when needed

CRE Analyst — Baltimore, MD
Capital Markets Intern — *Fall 2020*
- Assisted in creation of pro formas, DCFs, and amortization schedules for commercial real estate analysis
- Gathered and organized Excel data for "Fast Track" commercial real estate career training program
- Surveyed commercial real estate industry colleagues (owners, investors, employees) to expand industry knowledge

Northwestern Mutual — Hunt Valley, MD
College Financial Representative Intern — *Summer 2020*
- Licensed in Life & Health Insurance
- Held 25+ meetings with family and colleagues to prospect for potential clients
- Interviewed prospects to determine their current income, expenses, insurance coverage, etc. to develop and recommend strategies to meet their financial goals

TECHNICAL SKILLS

SQL, Linux (OS), Splunk (SIEM), QualysGuard Vulnerability Scanning, Nessus (Tenable), Jira, NIST 800-53 RMF compliance, Microsoft Office Excel (certified), Project Management, PIPE, Markit, DQS, ISDA (Aug 2012, March 2013, & 2018), Contact Manager, SharePoint, Outlook, Teams, IP/Analog Networking, Security Networking, Technical Support, Pro-forma Statements, DCF Modeling, Amortization Tables