

Melissa Deven

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Experience

ASSOCIATE PORTFOLIO MANAGER, AVP | FEDERAL HOME LOAN BANK OF CHICAGO (FHLBANK CHICAGO) | FEBRUARY 2020 – PRESENT

- Assists in the development of strategies related to liquidity, funding, hedging, and asset acquisition
- Designs, develops, maintains, and runs tools to execute daily processes
- Issues short-term debt and executes Federal Funds and Reverse Repo trades averaging \$10 billion per day
- Manages the Bank's \$100 billion balance sheet, relationships with brokers, dealers, and other counterparties
- Experience with Bloomberg, PolyPaths, Tableau, and Advanced Microsoft Excel, Access, PowerPoint & SQL

BOARD MEMBER, EXECUTIVE COMMITTEE, TREASURER | HISPANIC ALLIANCE FOR CAREER ENHANCEMENT (HACE) | JULY 2021 – PRESENT

- Manage and track all funds raised and allocated, frequently brief the board on program financial status, develop and monitor budget, provide monthly cash flow balance report to the Executive Board

STRATEGY AND SOLUTIONS, SENIOR ANALYST, AVP | FHLBANK CHICAGO | JULY 2014 – FEBRUARY 2020

- Developed asset-liability product solutions to institutions in Illinois and Wisconsin to explore new opportunities
- Frequently wrote whitepapers on relevant industry topics and communicates strategies to members through webinars
- Analyzed mortgage data to compare most profitable secondary market channels
- Collaborated with Executive Team to design and create presentations used to make inventive, business decisions that integrate with the Bank's objectives
- Built Tableau dashboards used Bank wide to effectively analyze member activity and track measurable goals

ROTATIONAL PROGRAM: MEMBER TRANSACTIONS DESK SPECIALIST | FHLBANK CHICAGO | AUGUST 2013 – JULY 2014

- Executed 547 advances totaling over \$46 billion and processed an average of 20 letters of credit monthly
- Balanced and reported daily capital stock transactions
- Reported transaction data and trends to the executive team daily

ROTATIONAL PROGRAM: COLLATERAL AND SAFEKEEPING SPECIALIST | FHLBANK CHICAGO | OCTOBER 2012 – AUGUST 2013

- Safeguarded securities on deposit with prompt and accurate clearance and settlement of securities
- Managed several month-end reports for board meetings
- Managed timely and accurate principal and interest collection, including calls, maturities, and pay downs

Education

NORTHWESTERN UNIVERSITY SCHOOL OF PROFESSIONAL STUDIES CERTIFICATE | MARCH 2022-SEPTEMBER 2022

- Full stack rigorous curriculum including HTML, CSS, JavaScript, jQuery, Bootstrap, and Git.

MASTER OF BUSINESS ADMINISTRATION | MAY 2016 | INDIANA UNIVERSITY

- Major: Management and Administration Studies
- Honors: Wanda Dudzik Grad, Two Semesters
- Related Coursework: Statistical Tools and Economics for Management, and Financial Management Analysis

BACHELOR OF SCIENCE IN BUSINESS | AUGUST 2009-MAY 2012 | INDIANA UNIVERSITY

- Major: Business Administration
- Honors: Dean's List, All Semesters
- Chase & Special Scholarship Recipient, All Semesters
- Inducted into Beta Gamma Sigma Honor Society

Technical Skills

- HTML
- CSS
- JavaScript
- jQuery
- Bootstrap
- Express.js
- Node.js
- Database Theory
- MySQL
- Command Line
- Git

Projects

- Note Taker | <https://github.com/Deven1991/NoteTaker.git> | <https://notetaker411.herokuapp.com/>
 - This application can be used to write and save notes. The application uses an Express.js back-end and will save and retrieve notes from a JSON file.
- Team Profile Generator | <https://github.com/Deven1991/TeamProfileGenerator.git>
 - This application is a Node.js command-line application that takes in information about employees on a software engineering team, then generates an HTML webpage that displays summaries for each person. The application also units a unit test for every part of the code.

Volunteer Work

CHICAGO AUXILIARY BOARD, TREASURER | MAY 2021 | HISPANIC ALLIANCE FOR CAREER ENHANCEMENT

- Responsible for the management and tracking of all funds raised and allocations
- Consistently briefs the board on financial status
- Develops and maintains budget for the Chicago Auxiliary Board

Certifications and Skills

- Mujeres de HACE Certified – August 2020
- Tableau Desktop Specialist Certified – November 2018
- Lean Six Sigma Green Belt Certification – May 2016
- Conversational Spanish