

Dylan Barstow

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EMPLOYMENT EXPERIENCE

Equifax Inc

April 2020 – Current

Operational Reporting Analyst

- Analysis of Work Opportunity Tax Credit (WOTC) client data to reduce system processing and upload errors and to ensure clients and Equifax receive all possible financial credits
- Responsible for maintaining sensitive WOTC client databases with weekly monitoring of any changes
- First point of contact for WOTC clients
- Create quarterly WOTC production reports for executive management

Advantage Capital Partners

June 2018 – August 2018

Investment Team Intern

- Researched potential investments and prepared summaries which were used by the portfolio managers for underwriting
- Audited loan documents and established covenant requirements for all active investments
- Identified and resolved insurance related discrepancies in loan documents
- Participated in weekly investment calls with portfolio managers; assigned a variety of follow up tasks

Enterprise Bank & Trust

Records Management Specialist

December 2017 – June 2018

- Analyzed loan documents to identify and correct key contract discrepancies
- Managed and updated database of acquired bank records
- Audited and reconciled real estate tax information
- Restructured file storage room used to store permanent company records to streamline the accessibility of documents

Bank Teller (Seasonal)

Summers – 2015, 2016, 2017

- Processed standard teller transactions for customers including servicing client accounts, accepting loan payments, managing safe deposit box payments, cashing checks, balancing cash drawers, handling night deposits, correcting discrepancies
- Floated among St. Louis branches based on branch staffing needs which required the need to quickly establish credibility with peers and to delivery excellent client service
- Adhered to strict branch operations policies and procedures
- Answered incoming calls and directed them towards appropriate staff

EDUCATION

Washington University, Technology & Leadership Center, James Mckelvey School of Engineering (October 2021)

Coding Bootcamp - Full Stack Curriculum includes:

- JavaScript, HTML, CSS, jQuery, Bootstrap, Node.js, MySQL, MongoDB, Express.js, React.js

Lindenwood University, Robert W. Plaster School of Business (December 2019)

B.S. Business Administration with emphasis in Entrepreneurship

- Delta Sigma Pi (Business Fraternity) - Chancellor, Finance Chair, & Fundraising Chair
- National Society of Leadership and Success
- Accounting and Finance Club