

KYLE CIELENCKI

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SUMMARY: A versatile professional with a with a passion for condensing large data into a simple to understand story. A demonstrated background in analysis, reporting and research, sharp analytical skills and business acumen. Effective time management and ability to adapt in a team environment where communication and organizational skills are critical. Driven by acute intellectual curiosity and a passion for learning, I am eager to advance my capabilities with your group.

TECHNICAL SKILLS:

- MS Excel, MS Office Suite, Python, Tableau, SQL, JavaScript, HTML, Salesforce

PROFESSIONAL EXPERIENCE:

Underwriting Associate II, Comerica Bank (Dallas, TX)

January 2017 - Present

- Work with middle market and large corporate business owners in analyzing companies cash flows and financial performance to recommend appropriate capital structures for industries spanning sports, commercial real estate and clothing/retail industries
- Quickly build rapport with customers through effective communication to ensure delivery of a viable product that addresses their unique financing needs based on industry, company performance and growth plans
- Develop financial models and proformas based on projections while maintaining dialogue with customer to ensure accuracy
- Provide creative financing solutions to clients based on their strategic initiatives, proactively identify trends and weaknesses, alerting management of changing financial conditions, providing excellent customer service and curating client relationships
- Lead green office initiative for Comerica Bank Tower by coordinating bi-annual clothing drive with local thrift stores and textile recycling companies, as well as kickstarted recycling programs and monthly newsletters challenging colleagues to reduce their carbon footprint

Finance Analyst, Goldman Sachs (New York, NY)

August 2015 - December 2016

- Produced balance sheet figures, disclosures and footnotes for Goldman Sachs' 10Q and 10K reports supported by detailed analysis of bank operations and presented results to firm leadership
- Worked cross-functionally to improve system flows, financial controls and data distribution in response to a changing regulatory environment
- Performed ad-hoc analyses for key stakeholders of the firm, including the US Federal Reserve Bank, auditors and other regulatory institutions
- Developed ability to reconcile financial metrics and investigate accounting discrepancies in order to accurately report business results

Analyst, New York Mercantile Exchange (New York, NY)

June 2014 - August 2015

- Developed Excel data models for existing and potential CME Group products, prepared concise presentations and summarized findings to exchange management to aid in the decision-making process
- Assisted in the creation of new commodity futures contracts to be traded on the NYMEX in addition to other CME Group exchanges
- Led teams for process improvement initiatives and developed new analytical tools which are still used by CME Group

INTERSHIPS:

Securities Analyst, McCoy College Endowment Fund (San Marcos, TX)

August 2013 - May 2014

Texas State University's McCoy College of Business Endowment, managing \$600k in assets

- Created valuation models, forecasts and qualitative research reports for fixed income & equity securities in the financial, industrial and materials sectors, resulting in multiple changes in the fund's holdings

Research Intern, Chicago Mercantile Exchange (Chicago, IL)

Summer 2013

- Assisted in the creation of new interest rate and commodity futures contracts to be traded on CME Group exchanges

EDUCATION:

Southern Methodist University Data Science Bootcamp (Dallas, TX)

September 2020

24-week Data Science Bootcamp as a part of SMU's *continuing education* covering advanced Excel, VBA, Python, SQL, HTML/CSS, JavaScript, Tableau, Big Data and Machine Learning
Final Grade: 4.0

Texas State University Bachelor of Business Administration, Finance (San Marcos, TX)

May 2014

McCoy College Ambassador Spring and Fall 2013
Dean's List Fall 2010 - Spring 2014
Recipient of San Antonio Livestock Show Record Keeping Scholarship
GPA: 3.65

PROJECTS:

Flight Price Predictor ([link to HerokuApp](#))

- Interactive tool predicting airline prices based on machine learning model, hosted on HTML webpage

Tableau Public Visualizations ([link to Tableay Public Profile](#))

- Interactive dashboard and stories on individually-lead projects covering entertainment and CitiBike usage

LEADERSHIP/EXTRACURRICULARS:

Volunteer, The Bridgepath (Dallas, TX)

January 2013 - Current

- Provide financial education to low-to-moderate income communities through workshops and seminars on subjects ranging from small business credit development, personal assessment and mentorship, budgeting and personal financial management