Michele Lee Lynch
856-630-3431

michele.lynch8@yahoo.com | mllynch2k.github.io | github.com/MLLynch2K

Coding Experience

Coding Tools and Technologies

- HTML
- Express.js
- API Interaction
- Moment.js

- CSS
- Bootstrap
- Refactoring Code
- OOP

- JavaScript
- AJAX
- jQuery
- Bulma

- Node.js
- Git
- GitHub
- Jest

University of Pennsylvania Liberal and Professional Studies
Coding Bootcamp
- Enrolled in 24-week coding bootcamp to become a professional full stack web developer
- Technologies Learned - HTML|CSS|JavaScript|Git|Node.js
- Projects Created - Find Food App|Weather Dashboard|Daily Planner|Coding Quiz|ReadMe File Creator

Personal Projects
- Magical Snapshot|Kicks Market|Roll With It|Mission Space|Fantasy Teamz|Magical Movie Night

Professional Work Experience

Bank of America Merrill Lynch
September 2004 to Present: Assistant Vice President, Senior Financial Analyst
- Daily supervisory review of advisory branch offices of electronic communications to determine potential regulatory issues
- Interacted with various internal groups to ensure adherence to company standards for suitability and industry regulations
- Trained new associates in all aspects of the supervisory electronic communications role and to maintain company standards
- Communicate violations and potential issues to Branch Management for problem resolution
- Provided monthly review of every branch office employee via ad hoc reporting
- Fostered and maintained working relationships between Supervision and Branch Office Management
- Developed training topics and presented at monthly meetings to the team
- Assisted with the daily distribution of coverage for team members that were out of the office for the day

January 2000 to September 2004: Legal Assistant
- Reviewed legal documents for account opening and maintenance of fiduciary accounts
- Followed state laws and regulatory requirements for opening and maintaining client accounts
- Researched information, analyze, and mitigate risk associated with opening accounts and external distributions
- Consulted with compliance and legal account attorneys for any complex accounts that required further research
- Communicated daily with Client Associates and Financial Advisors for required documentation in opening new accounts
- Worked with administrative managers for any accounts that contained risk to the firm
- Advised branch office of the required documentation for opening various fiduciary accounts with the firm
- Worked with Trust attorneys to ensure Charitable Trusts were consistent with applicable fiduciary investing rules
- Created MS Access databases to track documentation received for review

Education
University of Pennsylvania College of Liberal and Professional Studies
Full-Stack Web Development Certificate
24 Week Full Stack Coding Boot Camp
Graduate April 2021

Pennsylvania State University
Currently pursuing a Bachelor of Arts in Political Science with a minor in History

Rowan College at Burlington County
Associate of Science in Liberal Arts and Sciences
Graduated Cum Laude in May 2014

Volunteer
Smithsonian Transcription Center, Historical Document Transcriber