Experience

Bank of America Merrill Lynch
September 2004 to Present: Assistant Vice President, Senior Financial Analyst

- Daily supervisory review of advisory branch offices and products groups of electronic communications to determine potential regulatory issues.
- Managed multiple client projects and 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 and seek problem resolution through partnership with Market Manager and Client Relationship managers and other members of the branch office management team.
- Provided monthly review of every branch office employee via ad hoc reporting.
- Distinguished between communications that are inappropriate and require advice and clarification to the employee involved, those that represent potential regulatory or other issues that require management attention, and those that must be immediately escalated for further review by management.
- 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.

Merrill Lynch Office of General Counsel
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 before approval of accounts and/or documentation.
- 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 Charitable Trusts with the firm.
- Daily processing of contributions from clients to external charitable organizations.
- Worked with Trust attorneys to ensure Charitable Trusts were consistent with applicable fiduciary investing rules.
- Created MS Access databases to track Philanthropic Trusts received by the Trust Company.
- Created MS PowerPoint Presentations for managers to present at higher-level meetings.

Education

Penn LPS Coding Boot Camp
October 2020-April 2021
24 Week Full Stack Coding Boot Camp

Pennsylvania State University
Currently pursuing a Bachelor of Science in Software Engineering

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