**Mathew Fok**

mfok@stevens.edu | 908-309-2510 | Tampa, Florida | <http://www.linkedin.com/in/mathewfok>

**Summary:** Graduated from Stevens Institute of Technology in Hoboken, NJ. May 2015 with my degree in Quantitative Finance. Due to my interest in financial markets, I am seeking a role in the financial services industry. I have experience working with financial data, data modeling, data analysis, and trading.

**Education: Stevens Institute of Technology** Bachelor of Science - Quantitative Finance**,** Bachelor of Arts Minors – Music Technology & Art Technology

**Skills:** ERP – Microsoft Dynamics NAV, Oracle EBS, Data Loader, Word, PowerPoint, Access, SharePoint, Excel – V/H lookup, Pivot Tables, VBA – Macro Subroutines and Functions, Data Modeling, Data Mining, Statistical Analysis, AS/400, Microsoft SQL Server, Oracle 11g/12c, R, Bloomberg Terminal, Sterling Trader Pro, FIS Extract, IBS Insight

**Professional Experience:**

**Citi Bank – Senior Business Analyst – Tampa, Florida – (Contract)**

July 2018 – Present

* Currently working on the Anti-Money Laundering Department on the SMV team.
* Maintain a repository for the Scenario Management Validation inventory and key supporting documentation such as Validation Reports, Ongoing Performance Monitoring, Annual Reviews, Recommendations, Quality Assurance, Sponsor Requests, Annual Sponsor Attestations and Articles of Correction.
* Build code for automating processes in Microsoft Excel Visual Basic with Applications (VBA) to save time in manual processes by at least 30 minutes for the monthly metrics reporting and for sending monthly updates to the Scenario Development and Enhancement team for start analysis lists by filtering multiple tabs based on current month and sending all the data to one new worksheet. Will make a new automated process to automate email before a certain date in a column in Microsoft Excel and send to certain recipients in order to remind Sponsors of future Annual Reviews due.
* Conduct new tool review process each month after sending the Master Inventory template to SDE. The tool review process starts with sitting in and taking notes on the two Monthly Anti-Money Laundering Committee Meetings and the Weekly Anti-Money Laundering Meetings. After maintaining the team mailbox, gather the data from the email received from SDE and input this data with the new insights from all the meetings.
* Data must be meticulously entered into the proper worksheets in the main workbook from SharePoint to update the inventory – must know when to fill cells from prior cells that contain formulas and what each countless amount of columns mean in order to properly enter in the information.
* Update the Data Dictionary and link headers to that tab for protection.
* Create a workbook to import data from Microsoft Excel to Microsoft Access with VBA and vice versa.
* Know Microsoft Excel in depth in order to help with any potential problems such as header names affecting defined tables or knowing how to solve problems by adding COUNTIFS, creating embedded IF MIN/MAX functions or knowing how to properly format in Excel, which could include setting a cell’s format Alignment to fill.

**Johnson & Johnson – Business Analyst – Tampa, Florida – (Contract)**

November 2017 – April 2018

* Worked on the Global Services Continuous Improvement Team.
* Analyzed queue trends in the number of issues Johnson & Johnson employees were having each week to see where the issues were growing or decreasing across all four business functions and regions.
* Developed a customized VBA Excel workbook for the Service Delivery Team to analyze the trends, which allowed them to easily view all weekly data and key data metrics. This was highly praised by the business leaders.
* Summarized the cases and queues that did the best and the worst based on region and business function for management. Additionally, I added the significance of volume percent change week to week to the data analysis.
* Created a log with macros to help collect and consolidate all the queue data in excel.
* Helped identify similar assigned and unassigned cases that were misdirected.
* Created complex excel functions to handle the dynamic nature of the data such as IF, VLOOKUP & COUNTIFS – used IF to automatically update a column to tell the user what kind of data is in the other 6 columns, used VLOOKUP to determine persons who needed licenses to a program called Wave, used VLOOKUP in a hidden column to do the sum of the assigned cases that had moved around after being sorted, used COUNTIFS to identify cases with key components in a table to draw insights from the data.
* Strategically filtered pivot tables across multiple weeks based on case status and region to see what types of cases were continually growing through pivot charts, stacked bar charts, and pareto charts.
* Taught the Global Team how to update the Microsoft Excel dashboards through instructions made in Word Document and WebEx conferences.
* Kept the Master workbooks up-to-date with all the file updates from all the members on the team and kept record of the changes on SharePoint.
* Expedited Excel projects that my boss’s coworker needed help on in New Jersey.
* Prepared power points reports for management recommendations and helped make quick reference guides.

**BIC Graphic – Database Management Analyst – Clearwater, Florida – (Contract)**

September 2017 – November 2017

* Use functions in Microsoft Excel to organize datasets.
* Manage Oracle EBS to convert BIC Graphic’s information systems.
* Create VBA macros to speed up processes whenever possible.
* Understand the concepts behind everything to make sense of the SQL data organization.
* Work with Excel and Txt files to grab the correct BOM values for all the possible combinations of the items.
* High usage of the VLOOKUP function to get the proper results.
* Create scripts in Data Loader to expedite Oracle EBS processes.

**Onicon – Purchasing Coordinator and Inventory Analyst – Largo, Florida – (Contract)**

May 2017 – August 2017

* Processed purchase orders and requisitions for Onicon’s energy and flow meter inventory and parts.
* Verified data was correct in all purchase orders and data was assured by my manager.
* Utilized the Kanban card system to monitor inventory levels and helped keep that system updated.
* Saved money for the company by researching past item per unit cost and comparing vendor prices.
* Followed up with vendors on late purchase orders to make sure we could still receive the product.
* Analyzed data with excel to determine future orders based on a one year average.
* Worked in the Receiving department and processed receiving purchase orders and production orders.
* Counted items as they came in and wrote notes on purchase receipts if there was a discrepancy.
* Helped prepare documents for Accounting and Sales when flow meters were received from California.
* Performed cycle counts per schedule, verified all counts for accuracy by comparing physical counts to computer quantity and identified discrepancies.
* Created reports for management after meeting with a vendor.

**CEI – Purchaser – Holmdel, New Jersey – (Contract)** December 2016 **–** March 2017

* Created requisitions and purchase orders for turnkey customers.
* Assured invoices worth millions of dollars were correct.
* Determined the total quantity ordered of item components to allow or disallow excess inventory based upon future forecast of demand in the supply chain pipeline.
* Helped maintain SWAT reports for expedited orders.
* Accurately inputted rescheduled in orders into the EDI for a particular vendor.
* Organized emails in folders and maintained a high level of email volume correspondence.
* Effectively communicated to the vendors and facilities.
* Developed modules in VBA to clean data for pricing clerk which saved her about 15 minutes of time.
* Created a Carton Count Calculator in VBA to successfully measure the amount of items that should be ordered.
* Acknowledged domestic and international purchase order shipments.
* Made notes on orders and tagged the best dates for particular orders.
* Converted weight metrics from European to American weight for raw material orders.
* Updated the pricing in pricelists and the AS/400 system.
* Worked with purchasers to change purchase orders to fix discrepancies.

**WorkWave – Data Analyst – Neptune, New Jersey – (Contract)**

September 2016 **–** November 2016

* Gathered, analyzed, and compiled data for the WorkWave Finance team.
* Entered contract terms and conditions in Microsoft Excel.
* Located company contract folders, scanned documents, and executed data entry.

**Morgan Stanley – Operations Analyst** **– New York, New York – (Contract)** March 2016 – June 2016

* Worked with the loan conversion team and mentor to effectively convert the Portfolio Loan Accounts to Liquidity Access Lines.
* Downloaded and uploaded team documents and Access databases to SharePoint and accessed team scheduling.
* Assisted ACH transaction preparation for supervisor review.
* Utilized VBA to return the portfolio loan account numbers that were missing necessary data.
* Created VBA Macros to quicken the data entry process.
* Utilized the VLOOKUP function for data mapping after filtering the data to expedite the data entry process.
* Accessed clients’ portfolio loan account information via FIS extract and IBS Insight to collect data from applications and trust certifications and entered them in an access database.
* Created SQL queries to filter through data to find missing entries in access database forms and tables.

**Seven Points Capital, LLC.** **– Equity Trader – Matawan, New Jersey**

July 2015 – October 2015

* Developed short-term trading strategies to generate profit.
* Put in a stop-loss trade, timed entry and exit points for trading positions.
* Developed risk management skills by accessing variance and allocating a number of shares to buy or short sell.
* Analyzed the level II’s and the time and sales to determine the price level supports and resistances.
* Analyzed price action in U.S. equities, ETFs, ETNs, international ADRs, REITs, commodities, and various market sectors to execute highly profitable trades.
* Executed low momentum scalp trades and swinging momentum trades.
* Conducted market research to gauge volatility in the market.
* Leveraged high volume intraday trading through routes on exchanges, dark pools, and ECNs by giving or taking liquidity in the market.
* Worked on a data mining project in R for stock analysis.

**Relevant Class Work:**

**Student Managed Investment Fund – Risk Management – Hoboken, New Jersey**

January 2015 – May 2015

* Goldman Sachs was the account manager.
* Funded with $250,000 Stevens’ endowment money to invest.
* Student managed investment fund class with an investment policy approved by Stevens’ B.O.D.
* Utilized data through Bloomberg terminals to analyze stocks and market sectors.
* Risk Management & Technology utilized risk metrics to determine if certain securities were suitable investments.

**CME Trading Competition Finalists – Futures Trader – Hoboken, New Jersey**

January 2014 – May 2014

* Successfully made it to the finals, which was the top 10%.
* Traded Index, Commodity, and Bond virtual futures on the Chicago Mercantile Exchange through an account provided by CQG.
* Won a trip to the Chicago Mercantile Exchange to participate in the CME Day of Education with the team.

**Scholarships & Achievements:** Stevens Presidential Scholarship Merit Award, Edwin A. Stevens Scholarship, Dean’s List, Student Ambassador of Stevens Trading Day’s Winning Team, Bloomberg Essentials Certificate Market Sectors: Equity, Fixed Income, Commodities, Foreign Exchange (FX), Accident and Health Producers License, Cornell University Engineering Experience Certificate, Intro to SQL Certificate, Victory with Honor Award – Track.