**Anna “Caroline” Kim**

Dryden, NY | (917) 416 5315 | [caroline.kim2135@gmail.com](mailto:caroline.kim2135@gmail.com)

[linkedin.com/in/ckim2135/](https://www.linkedin.com/in/ckim2135/) | [github.com/ckim2135](about:blank)

**SKILLS & ABILITIES**

Workflows | Dashboards | Reporting | Process Improvement and SOPs | Risk and Controls | KPIs | COSO Framework

SQL | Python | Excel | Power BI | Tableau | Visio | MS Forms | Oracle Analytics | Hyland | AXIOM | Agile | ETL | Slack

**WORK EXPERIENCE**

**Nashville Software School** (remote)

***Data Analytics Apprentice*  Jan. 2023 to present**

- Intensive full-time bootcamp focusing on data analytics fundamentals and problem solving. Uses real-world datasets and includes projects where findings are presented to stakeholders from the community.

- Retrieves and analyzes data using PostgreSQL, using skills such as window functions and CTEs.

- Builds and deploys dashboards using Tableau and Power BI, using table calculations, calculated columns, and DAX.

- Source code version control with Git/GitHub

- Project management/tracking with GitHub project boards and issue tracking.

- Wrangles data and performs exploratory data analysis using Python’s *pandas* library.

- Creates visualizations using matplotlib and seaborn.

- Learning to gather data through APIs and webscraping, and to perform geospatial analysis using *geopandas* and *folium*.

**Cornell University** (Ithaca, NY)

***QA Analyst, Advancement Services*** **May 2021 to Nov. 2022**

- As part of Advancement Services leadership team, advised on KPIs, risk, internal controls and the COSO framework; provided data analysis and interpretation, actionable insights, and data-driven recommendations for decision-making.

- Partnered with other leaders to design, implement, and document improved processes.

- Liaison between technical and non-technical stakeholders.

- Gathered business requirements for Hyland workflow automation, created documentation, and represented team throughout SDLC.

- Used data analytics skillset to ETL data, create ad hoc reports, and design and perform financial controls QAs in Excel.

- Used data analytics to catch-up twelve-month credit card reconciliations backlog and trained accounting team during hand-off, including aggregating and analyzing data from 4+ data sources.

- Led special projects, including IRS Form 990, AA&D Service Standards, and Cornell Hong Kong Scholarship Fund acquisition.

**AllianceBernstein** (Nashville, TN)

***Audit Associate***  **Jan. 2019 to May 2021**

**-** Led audit team in all phases of audit: risk assessment, scoping and planning, fieldwork, report writing, presenting observations and recommendations to management, and coaching staff auditors.

**-** Created a departmental Work Paper Review Committee to develop and document work paper guidelines: led meetings, delegated assignments, and reviewed work papers for compliance with the IIA’s Standards.

**-** Developed leadership, business partnering, and influencing across global organization, exemplified by coordination of event programming as a founding member of the AB Nashville Sustainable EWG.

- Validated data publicly reported in the UN PRI report by working with various teams, including portfolio management and responsible investing teams, to understand the environmental, social, and governance (ESG) landscape, the Firm’s ESG activities, and how ESG is integrated into the investment process.

- Department SME on industry ESG practices, leveraging knowledge from PRI report validation (2019 to 2021) and detailed reviews of proxy voting activity and client guidelines management.

**UBS** (Nashville, TN) **Sep. 2014 to Dec. 2018**

***Financial and Regulatory Reporting Specialist***

- Contributed to quarterly balance sheet and income statement reporting to regulator (FR Y-9C) by making financial adjustments, performing reconciliations and financial analysis, and building Excel tools to automate processes.

- ETL AXIOM data, processed data in Excel, and performed trend analysis to identify financial variances; created and updated packs/dashboards for use by the Board of Directors and the Federal Reserve, with variance analysis.

- Assisted with preparation and follow-up for on-site regulator audit by gathering and providing required data.

***Regulatory Reporting Specialist***

- Facilitated OTC derivatives transaction reporting to regulator by using advanced Excel knowledge to perform on-going analysis and reconciliations of position reports for forex, interest rates, equity, and credit.

- Processed and analyzed data sets, created packs/dashboards with analysis, and led monthly global meetings.

- Monitored data quality for completeness, accuracy, and timeliness, analyzed trends, and tracked and remediated production issues.

***eDiscovery Data Manager (Williams-Lea, Contract Worker)***

- Supported UBS’s legal department by fulfilling eDiscovery data requests in compliance with tight legal deadlines, producing 50-70 data exports per month.

- Created and maintained a standard operating procedure manual for structured data retrieval processes.

**PROJECTS**

[UN Data - GDP and Internet Usage (Python)](https://github.com/ckim2135/gdp_and_internet_usage-ckim2135) | [TN Grants and Impact (Tableau)](https://public.tableau.com/app/profile/ckim2135/viz/GrantsandGrowth-TNGrantSpending/Grant_Impact_Analysis)

[Prescription Drugs (SQL)](https://github.com/ckim2135/prescription_drugs-ckim2135) | [App Trader (SQL)](https://github.com/ckim2135/app_trader-eternal_sunshine) | [Lahman Baseball (SQL)](https://github.com/ckim2135/lahman_baseball-eternal_sunshine)

**EDUCATION**

**Nashville Software School,** online - synchronous

2023 Data Analytics Bootcamp

**Barnard College of Columbia University,** New York, NY

Bachelor of Arts *Major:* Anthropology *Track:* Archaeology

*Honors:* Dean’s List, Presidential Scholarship, Barnard Fieldwork in Anthropology Grant, Robert Stigler Fund for Archaeological Fieldwork Grant, Barnard Grant