Patrick Harris

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Objective

Finance professional transitioning into analyst roles with experience supporting institutional clients in high-stakes financial environments. Skilled in data analysis/visualization and client service. Passionate about using data to solve complex business problems.

Education

University of Southern California, December 2021   *Los Angeles, CA*
Bachelor of Arts, Economics (**GPA: 3.3**)

Experience

HRC   *Redondo Beach, CA*
Analyst, *May 2025 - Present*
- Built and maintained Excel spreadsheets to track budgets, labor hours, and project timelines.
- Standardized data entry and reporting templates, improving efficiency and consistency across projects.
- Assisted with preparing reports and visual summaries that highlighted key findings.

Brown Brothers Harriman   *Boston, MA*
Senior Corporate Actions Specialist, *March 2022 - February 2025*
- Managed high-volume data workflows and financial events for institutional clients, ensuring timely execution and minimal risk exposure.
- Maintained regulatory compliance and contributed to operational efficiency in a fast-paced, detail-driven environment.

Koeller, Nebeker, Carlson & Haluck, LLP   *Irvine, CA*
Clerk, *June 2021 - July 2021*
- Conducted document analysis and supported litigation strategy for large-scale clients, emphasizing risk mitigation and strategic communication.
- Developed and implemented a digital document management process, improving data retrieval and file organization efficiency.

Kole Imports   *Carson, CA*
Salesman, *July 2018 - August 2018*
- Prospected and closed B2B sales through cold calling and relationship development, enhancing revenue streams.
- Strengthened client trust by resolving inquiries with accuracy and professionalism.

Certifications

Google Data Analytics, *August 2025*

Skills

Risk Mitigation & Compliance
Basic knowledge of Python and R
Microsoft Excel and SQL
CRM & Project Management Tools (basic exposure)
Tableau