

Samuel Hawthorne

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Professional Summary

- **Professional Summary**

Experienced financial operations professional with over 6 years in banking and loan operations, specializing in transaction processing, regulatory compliance, and financial data analysis. In my current role at Wells Fargo, I review and verify financial documents, conduct due diligence, and ensure data accuracy—all of which align with the responsibilities of financial reporting and analysis. I possess strong technical skills in Microsoft Excel, Power BI, and SQL, and I am actively studying advanced Excel functions, pivot tables, and data visualization tools to enhance reporting capabilities. With a background in Computer Science and a focus on data-driven financial solutions, I am equipped to contribute to management reporting and data analysis roles. I am also double majoring in accounting to further enhance my analytical and financial expertise.

Skills

Financial Data Analysis | General Ledger Reconciliation | Accounting Transactions
Financial Reporting | Oracle Database Querying (PL/SQL) | Financial Forecasting & Planning
Microsoft Excel (Advanced Functions, Pivot Tables) | Power BI | SQL | Data Validation & Reconciliation | Transaction Processing | Systems Documentation & Reporting | Process Improvement | Cross-Functional Collaboration | Attention to Detail | Time Management | Problem Solving

Soft Skills

- Problem-Solving & Critical Thinking | Time Management & Multitasking
- Collaboration & Client Interaction

Experience

Commercial Loan Representative | Wells Fargo Bank

April 2022 - Present

- ☐ Analyzed and verified loan documents, ensuring compliance with regulatory standards and ensuring data accuracy, directly supporting financial reporting processes.

- □ Conducted due diligence on financial transactions, a skill transferable to financial analysis, data validation, and general ledger reconciliation.
- □ Collaborated across departments to ensure accurate financial reporting, like the team-oriented environment required for management reporting at U.S. Bank.

Mortgage Fee Processor | Wells Fargo Bank

April 2021 - December 2021

- Supported financial teams by processing and adjusting loan fees, ensuring compliance with internal policies and external regulations.
- Used advanced Microsoft Excel skills to maintain accurate financial records, identify discrepancies, and reconcile data, aligning with reporting system requirements in the job description.

Complaint & Research Specialist | Wells Fargo Bank

March 2020 - April 2021

- Conducted detailed investigations into customer complaints related to financial transactions, ensuring accuracy and compliance with company policies.
- Reviewed transaction documentation and collaborated with various departments to resolve issues, mirroring skills needed for financial statement preparation and audit support.
- Maintained records of investigations and resolutions, ensuring proper documentation in compliance with internal controls and regulations.

• **Education**

- **A.A. in Computer Science** (Note: Relevant for analytical and technical problem-solving skills)

Currently pursuing a double major in Accounting

• **Tools & Software**

- **Microsoft Excel:** Advanced proficiency, including pivot tables, complex formulas, and data visualization
- **Power BI:** Knowledge of reporting and visual charts for financial analysis
- **SQL:** Basic knowledge for querying databases and validating data
- **Oracle:** Exposure to Oracle database management and querying

- **Accounting Systems:** Familiarity with systems such as Siebel, Salesforce, and COMPASS