

STACEY BRORUP

518.755.1672
10 Atlantic Ave, Pittsfield, MA 01201
sbrorup@gmail.com

PROFESSIONAL SUMMARY

Ambitious, detail-oriented research assistant with excellent skills in coding, data analysis and meeting deadlines under pressure. Adapts quickly to challenges and changing environments.

SKILLS

Advanced knowledge of Bloomberg API, FactSet & Excel coding, including VBA	Skilled administrative & research assistant to C-level executive
Quick and efficient in handling data requests for media or otherwise	Extensive experience in creating conference content, and providing on the floor conference support
Flexible team player, able to work across departments and agencies to facilitate workflow and QA	Strong organization
Excellent attention to detail	Extensive Powerpoint skills & fast presentation content creator
Used to working under last minute deadlines	

WORK HISTORY

Research Assistant • *ETF.com -Cboe Global Markets*

Pittsfield, MA • November 2016 to Current

- Provides C-level administrative and research support for the Managing Director of ETF.com
- Produces and maintains new data analysis for conference content, and fulfilled media data requests.

Executive Research Assistant To The CEO • *ETF.com*

Pittsfield, MA • January 2016 to January 2017

- Provided C-level administrative and research support for the CEO of ETF.com
- Produced and maintained new data analysis for conference content, and fulfilled media data requests.

Archaeological Illustrator • *ASCSA Corinth Excavations*

Corinth Greece • January 2007 to January 2007

- Worked as an illustrator for doctoral researchers and the museum. Illustrations were primarily ceramics done in mylar and ink.

Financial Research Assistant • *FactSet Research Systems Inc*

Pittsfield, MA • April 2015 to November 2016

- Provided administrative and research support for the Director of ETFs, including conference content, coding for data analysis and fulfills media data requests.
- Assisted clients with data inquiries based on ETFs
- Assisted in database transition from ETF.com to FactSet and worked closely with both data engineering teams to assure quality control of data points and logic.

Research Associate & ETF Analyst • *IndexUniverse/ETF.com*

Lenox, MA • July 2010 to March 2015

- Began as a research assistant to the Director of Research. Provided C-level administrative support.
- Built and maintained several macro-driven reports with historical data bases for ongoing use in online and print articles.
- Wholly owned and built process for calculating net flows for ETFs on a daily, weekly and monthly basis.
- Later promoted to analyst for commodities. Wrote articles for online and publication, updated ETF reports and wholly owned the analytics process behind commodities.

Field Archaeologist • *Louis Berger Group Inc*

Williston, VT • December 2009

Field Archaeologist, Survey Crew, Illustrator (Volunteer) • *Tundja Region Archaeological Project (TRAP)*

Kran, Bulgaria • March 2009 to April 2009

University of Michigan, University of New South Wales, Yambol History Museum, Archaeological Institute at BAS and Sofia University of St. Kliment Ochridsky Excavations

Field Archaeologist • *Hartgen Archaeological Associates Inc*

Rensselaer, NY • May 2009 to August 2009

Field Archaeologist (Volunteer) • *West Halton Easter Excavations, University of Sheffield*

West Halton, UK • March 2008 to March 2008

Archaeological Illustrator • *ASCSA Corinth Excavations*

Corinth Greece • January 2007 to January 2007

- Worked as an illustrator for doctoral researchers and the museum. Illustrations were primarily ceramics done in mylar and ink.

CRSP Archaeology Lab Technician • *New York State Museum*

Albany, NY • May 2005 to October 2007

- Helped clean, catalog and process artifacts from CRSP excavations.
- Did extensive work in accessioning current and old projects into Collections, coordinating between both departments and working with landowners and state agencies to facilitate such moves.

EDUCATION

Archaeological Field School • *Bulgarian Archaeological Association, University of Sofia*

Mezdra, Bulgaria • Summer 2007

- Simultaneous excavations of a roman fort and a Chalcolithic settlement.

Master of Arts - Mediterranean Archaeology • *University at Albany, SUNY*

Albany, NY • 2007

- Reading skills in Latin, German, French, and Attic Greek
- Extensive coursework on Cyprus and Archaeological Illustration

Bachelor of Arts - Classics - Mediterranean Archaeology Concentration • *University at Albany, SUNY*

Albany, NY • 2007

- Graduated Magna Cum Laude
- Minor in French