

Valerie U. Earl

214.223.2229
V.Earl17@gmail.com

6301 Windhaven
Pkwy, Plano TX

Core Competencies

- Gaining proficiency in front-end and back-end technologies: HTML5, CSS3, JavaScript, jQuery, Node.js, Express.js, React.js, Database Theory, MongoDB, MySQL, Command Line and Git
- Experienced Technical Business/Quality Analyst with years of experience in the Finance, Accounting, Banking, Mortgage, AML and Real Estate Industry

EDUCATION

SMU Coding Certificate
Southern Methodist Univ.,
Dallas, TX: 2019 - 2020

BA - Sociology
Unv. Of North Texas,
Denton, TX: 2005 - 2009

SKILLS

// PROFESSIONAL

Gap Analysis
Web design
Researching
Testing and Requirements

// TECHNICAL

Visual Studio Code
JavaScript
HTML5
CSS3
Microsoft Word
Microsoft Excel

PROFESSIONAL EXPERIENCE

KYC Technical Business Analyst *JPMorgan Chase & Co | Dallas, TX | 2018 – Present*

- Facilitate meetings with business, developer teams, and data teams.
- Document and perform gap analysis of KYC/AML business processes, through the use of Business Requirements Documents and Flow Charts.
- Send out daily (Key Performance Indicators) KPI's updates about production pipeline and due dates within the department.
- Participate in each phase of the SDLC project phase.
- Support the day to day management of the KYC process to onboard and renew KYC records to regulatory standards with high quality and while meeting tight deadlines.
- Provide subject matter expertise and assessment of risk regarding AML by specific high-risk industries such as Non-Governmental Organizations and Charities, Higher Education, and Government.
- Assist the client-facing teams to ensure all client KYC records are compliant with regulatory standards, and will ensure high quality and timely completion of all client-level due diligence.
- Performs research to ensure a client's KYC profile is appropriately updated and any discrepancies or issues with the profile are escalated to the appropriate lines of business.
- Assist clients in maintaining compliance with U.S. Anti-Money Laundering Regulations (i.e., Bank Secrecy Act (BSA), USA Patriot Act, and the Foreign Assets Control Regulations (OFAC).
- Partner with management and bankers to proactively manage escalations, issues and items that require special handling.

Quality Assurance Technical Analyst *NTT Data | Farmers Branch, TX | 2015 – 2018*

- Conduct project level meetings with senior management and key stakeholders to ensure deliverables were met within projected time-frame and budget.
- Managed all phases of testing for assigned components (i.e., ensured completion and quality of UAT test plans and test cases, managed requirements and developed test scripts and test cases using Visual Studio).
- Managed the reporting, testing, policy, and procedural updates for system patches and upgrades based on new or known errors within the AML systems.
- Assist clients in maintaining compliance with U.S. Anti-Money Laundering Regulations (i.e., Bank Secrecy Act (BSA), USA Patriot Act, and the Foreign Assets Control Regulations (OFAC).
- Ensure data is validated for monthly and daily reporting.
- Execute and comply with data integrity rules.
- Focus on process improvements and quality enhancements.
- Develops written Quality Control Procedures and assists with training other team members.

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PROFESSIONAL EXPERIENCE (cont.)

Account Lead, Real Estate Agent *One World Real Estate Group | Round Rock, TX | 2014 – 2015*

- Responsible for researching and analyzing all systems issues and potential deficiencies with the Real Estate process to increase sales.
- Create policies and procedures on how the office can be more efficient in increasing sales
- Managed all phases of testing in collaboration with IT and Development (i.e., ensured completion and quality of UAT test plans and test cases, and managed requirements and developed test scripts for deployment releases.
- Analyzed credit risks, market risks, and others, and developed the test scripts with parameters to analyze the securities.
- Educate clients on available mortgage options and what would best suit their needs.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Generate lists of properties that are compatible with buyers' needs and financial resources.
- Promoted sales of properties through advertisements, open houses and other advertising platforms.
- Procuring leads and turning those into potential sales or leases.

Team Lead, Market Accounting Business Analyst *Ecova, Inc. | Dallas, TX | 2013 – 2014*

- Managed all aspects of testing including writing test scripts, collaborative efforts with management and developers to determine the testing schedule and testing environment.
- Managed the design, scope, testing, and implementation of support resources according to established objectives.
- Led weekly meetings; created and maintained project plan, and Dashboard.
- Audit client invoices in order to identify unusual cost, consumption patterns and data discrepancies.
- Distinguish billing errors from normal variations in usage, rates and cost to identify potential cost savings for the client.
- Monitor and report on daily production and invoicing goals of Invoice Processors.
- Served as the final audit point for data accuracy and has responsibility for making data corrections either prior to and or after the payment of the invoice.
- Delegates tasks and holds team members accountable for invoicing deadlines.
- Approve, export and post batches in UM.
- Resolve outstanding check/ re-issue payments; run Outstanding Check Report.
- Run Bill Gap Report and research/ resolve issues.
- Reviewing, processing, approving and purging batch invoices.
- Coach and mentor Invoice Processors.