

Project Manager Project Manager Project Manager Brooklyn, NY Work Experience Project Manager
UBS Group October 2016 to September 2017 Responsible for projects lifecycle phases, and
reporting progress to management ? Communicate project status, risk, and contingency plans to
clients ? Assist with automation of team projects manual processes by constructing VBA macros IT
Consultant FDM Group August 2015 to September 2017 Complete fundamental training to ensure
clients project is completed on time and within scope ? Grasp essential key skills needed to be an
efficient IT Consultant ? Work with FDMs high level clients to gain industry experience WorkForce
Strategy Analyst UBS Group March 2016 to October 2016 Communicate with management to
coordinate financial and headcount objectives ? Develop, reconcile, maintain, and deliver reports to
meet management goals and objectives ? Support and establish end to end process for approval
workflow, strategy, and execution Investment Adviser Primerica Financial Services January 2013 to
December 2014 Portfolio management strategies, and fiduciary responsibilities ? Advised new and
existing clients with investment related advice ? Guided associates with their FINRA securities
license testing Education Bachelor of Science in Business Administration Rochester Institute of
Technology - Rochester, NY September 2011 to May 2015 Skills SECURITIES (1 year), ITIL (Less
than 1 year), MICROSOFT OFFICE (Less than 1 year), MS OFFICE (Less than 1 year), SERIES 6
(Less than 1 year) Additional Information Skills Microsoft Office Suite, VBA Macros, JIRA, Tableau,
SQL, bilingual in Spanish and English Qualifications FINRA Securities Licenses: Series 6, Series
63, and Series 65 ITIL Foundation Certificate, Business Analyst Certification

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