

Database Coordinator/ Administrator Database Coordinator/Administrator Database Administrator  
(Investment Firm) Clifton, NJ ?Over 19 years of comprehensive experience at a Financial  
Investment Firm ?Experience utilizing Morningstar, DST Systems (now SS&C), IAS (Interactive  
Advisory Systems), Custom software Contrak system, Web Office, Microsoft Office, and Microsoft  
Excel fine tuning tables ?Prolific experience solving internal process challenges by utilizing existing  
systems and developing streamlined steps to optimize workflow, thereby adding value and improved  
overall efficiency without increasing costs ?Experienced tactician with the ability to detect and  
resolve differences in sell/buy, fee structure or other data issues by interacting with various fund  
companies to ensure data integrity and accuracy ?Skilled communicator with proficiency in spelling,  
sentence structure, grammar, etc. ?Experience collaborating with stakeholders of financial data  
including CFAs, CPAs, and CFPs, servicing high-net worth individuals and organizations Authorized  
to work in the US for any employer Work Experience Database Coordinator/ Administrator Summit  
Financial Resources - Parsippany, NJ November 2000 to March 2019 Lead an effort to reduce or  
eliminate client callbacks for further information by detecting and investigating financial systems  
output for errors, omissions and inaccuracies. ? Detailed process facilitator accurately importing  
data and at times altering standard procedures to suit changing source information condition and  
requirements ? Key member of a team tasked with utilizing widely available systems like  
Morningstar, DST Systems (now SS&C), IAS (Interactive Advisory Systems), Custom software  
Contrak system, Web Office databases, Wealthscape and other platforms to obtain financial  
information ? Created innovative spreadsheets and forms aimed at reducing wait time between  
initial request for information to fulfillment by up to 50% ? Initiated the production of custom reports  
for various stakeholders in the firm, depending on client and target audience ? Proficient at  
navigating Microsoft Excel fine tuning tables Quality Control Test Analyst Client Logic/LCS  
Industries - Clifton, NJ May 2000 to October 2000 ?Interacted with clients such as Highlights  
magazine, Maxim, and National Geographic ?Analyzed client data to ensure consistency of  
projected vs. actual results. ?Verification of monthly sales figures including (tax, price, shipping, and  
handling). ?Editing of letter-text, for accuracy in spelling, sentence structure, grammar, etc. Quality

Control Data Analyst Infocrossing Inc - Leonia, NJ January 1998 to April 2000 Utilizing various operating systems for analysis, and insuring accuracy of clients data Education Graphic Art, English Majors Bergen Community College - Paramus, NJ Certificate Computer Learning Center of NJ - Paramus, NJ Skills Microsoft Excel (10+ years), Microsoft Office (10+ years), Administrative Assistant, DST Systems (now SS&C) (10+ years), Contrak system (10+ years), Morningstar (10+ years) Certifications/Licenses Computer Operations Present Certificate in Computer Operations Present

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