

Project Coordinator Project Coordinator Project Coordinator - Ptarmigan Media Inc New York, NY
Work Experience Project Coordinator Ptarmigan Media Inc - New York, NY September 2018 to
Present Function as primary liaison between NYC and London headquarters for all IT network
infrastructure projects Responsible for the ordering/purchasing of all office supplies, IT equipment
Implemented company's first internal method for receiving, tracking, and documenting all laptops,
phones, monitors, keyboards, docking stations, headsets Appointed by London based CEO to
oversee NYC website admin Coordinate both national and international search, programmatic,
and social media marketing/ad campaigns for Chicago Mercantile Exchange and Matthews Asia
Regularly demonstrate excellent client service in routine/open communications with clients Assist
with invoicing and billing operations between vendors on a frequent basis Regularly work with
partners that include: Bloomberg, Reuters, Financial Times, Wall St. Journal, Dow Jones, Twitter,
Linkedin, and many more Routinely troubleshoot and/or escalate where appropriate- all IT related
issues Negotiate and transact with vendors on frequent basis on behalf of U.S. director
Regularly carry out ad hoc tasks on behalf of executive leadership Various Roles Dallas, TX
September 2017 to June 2018 Operations Coordinator for a small tech firm Warehousing
associate for a small makeup distributor IT Technician Comhome Network Solutions - Plano, TX
May 2017 to August 2017 Routinely deploy, configure, and launch workstations for new hires at
multiple companies Daily troubleshooting a wide array of helpdesk related IT issues, both remotely
and on-site Have initiated study for Comp-TIA certification toward network engineering path
Register, install and network POE switches, firewalls, ethernet cabling at various sites Routinely
Installed, configured and trouble shot VOIP phones Presently learning how to configure switch
ports via Putty Clients included Dallas Cowboys, CEVA Government Services, Lockheed Martin
Gained strong familiarity for racking servers, switches, firewalls and cable management Obtained
familiarity of various tasks within Active Directory and Exchange Performed AV and security tasks
using Barracuda Receive and store incoming IT equipment IT Support Technician Amazon.com -
Fort Worth, TX July 2016 to April 2017 Recruited from Robotics Support Platform leading into Peak
season 2016 Possess detailed insight into Amazon's supply chain processes within DFW7

Routinely ameliorated Zebra printer, xterm, monitor, PC, laptop and scanner performance issues
Possess solid familiarity with re-imaging Amazon FC laptops, PC's and Kindles Responded to and resolved a wide variety of FC IT trouble tickets on a nightly basis Exercised excellent communication skills between managers, departments and IT staff regularly Move with speed and high focus on priorities in a fast paced environment daily Familiar with problem solve software; Sherlock, FC Research Tracked, managed, and stored fulfillment center IT inventory Member of Amazon HR's Appeals Committee Operations Manager Merrill Lynch - Colorado Springs, CO June 2013 to May 2014 Oversaw, coordinated, and managed intra-office operations Processed on average between 10-20 million dollars in client deposits per week Regularly perform high dollar value trade corrections for experienced financial advisors Constantly interacted with high profile individuals and affluent clients Regularly coordinated B2B transactions with a variety of vendors and suppliers Routinely configure and image laptops for deployment to traveling brokers Was responsible for millions of dollars of office inventory and equipment Acted as single point of contact compliance liaison between Colorado Springs and Denver brokerage offices Successfully completed and passed an extensive FINRA audit/review Set up audio/visual equipment in conference room for larger scale partner meetings Credit Analyst Zions Bancorp - Denver, CO December 2012 to April 2013 Conducted both business and personal financial analysis for affluent clients on daily basis Gained thorough familiarity with balance sheet and P&L dynamics, and financial ratios Evaluate financial risk metrics with Moody's Risk Analysis software daily Built an in depth understanding of both business and personal tax analysis Highly proficient with Buker's Tax Analysis software Achieved solid understanding of business and personal cash flow drivers Corporate Finance Intern Jackson National Life - Denver, CO June 2012 to December 2012 Constant exposure to Microsoft Excel Maintained and update weekly, monthly, quarterly marketing review spreadsheets Conducted competitive analysis for Variable Annuity and Investment Management teams Regularly tracked/reported variable & fixed annuity financial data to Jackson subaccount managers Communicated daily with executives from Black Rock, Goldman Sachs, Red Rocks, Pine Bridge, Invesco, JP Morgan, Ivy Funds, American Funds, and many more

Routinely conducted mutual fund analysis for Investment Management team Gained familiar insight into prospectus data concerning a variety of financial instruments Finance Intern Merrill Lynch - Colorado Springs, CO June 2011 to August 2011 Completed various administrative office tasks for Merrill Lynch staff Professional and warm interactions with clients on a daily basis Performed occasional mutual fund research Gained professional client service experience in working with affluent clients Awarded perfect evaluation scores on performance from management Scout Team Leader United States Marine Corps - Palms, CA May 2005 to May 2009 Honorably discharged Managed and led 12 Marines during combat operations in Iraq Assisted ranking staff officers in coordinating company operations for a period of 2 years Guarded Company Commander's vehicle during combat operations Led personal security detail for Company Commander and Company First Sergeant Awarded Battalion Commander's Honor Roll Certificate for outstanding academic achievement at the United States Marine Corps School of Infantry (Camp Pendleton, CA) Meritoriously promoted to the rank of Private First Class upon graduation of Recruit Training Awards and decorations: Combat Action Ribbon, National Defense Medal, Iraq Campaign Medal, Global War on Terrorism Medal, Sea Service Ribbon, Certificate of Commendation, 2nd Award Expert Rifleman Additional Proficient with Microsoft's Word, Excel, Data Analysis, PowerPoint, Access, Outlook, QuickBooks, Thomson One, Bickers Tax Analysis, Moody's Risk Analyst, Morningstar Direct, Office 365 admin, Active Directory, Google admin, Solarwinds/central, Auvick, E-Automate ticketing system, Connect Wise ticketing system, Ship Hero distribution software Wrote for The Scribe student newspaper (December 2009-May 2011) Hobbies: Running, Fishing, Golfing, Poker, Piano, Marksmanship, Reading, Snowboarding Education Bachelor of Science in Business in Finance College of Business August 2008 to May 2012 University of Colorado - Colorado Springs, CO

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