

Intermediate Representative Intermediate Representative Intermediate Representative - BNY Mellon
Utica, NY Familiar with the standard practices and financial requirements of global business. Skilled
analyst able to collect, organize and analyze data. Excellent verbal and written communication,
problem-solving and relationship-building skills. Demonstrated the ability to complete tasks
accurately despite interruptions and competing demands. Work Experience Intermediate
Representative BNY Mellon - Oriskany, NY November 2015 to Present Monitored and analyzed
Key Performance Indicators (KPI) and financial ratios. Strengthened operational efficiencies and
traceability, enhancing guidelines procedures for overseas operations. Reviewed results and
monitored variances, delivering all pertinent compiled information to my supervisor and manager
along with suggestions for improvement. Data Systems Administrator ICON Laboratory Services -
Whitesboro, NY August 2010 to November 2015 Ensured data accuracy to support
pre-clinical/clinical bioanalytical studies. Reviewed bioanalytical entries to verify regulatory
compliance. Completed data entry with a focus on accuracy and efficiency. Omni Processor
Benefit Plans Administrators - Utica, NY January 2004 to April 2008 Processed paperwork
regarding benefit plans after verifying accuracy. Reconciled all daily expenses and accounts for
trading. Supported the clerical and administrative needs of senior department staff. Education
Bachelor of Business Administration in Business/Public Management SUNY Polytechnic Institute -
Utica, NY 2003 Skills Data analysis, Customer service, Financial analysis, Finance, Detail-oriented
Additional Information Skills Hardworking mentality Reliable Comparative analysis Energetic
Research and data analysis Uncompromising work ethic Self-motivated professional
International finance knowledge Detail-oriented Financial analysis Flexible Exceptional
customer service

Name: James Mathews

Email: mramos@example.org

Phone: 001-971-916-5038x58137