

# Brian Keuthan

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## Objective

As an experienced professional, I am continuously seeking opportunities to broaden my skillset and further my career trajectory as a Data Analyst. With a strong background working at BNY Mellon, I have developed a complex understanding of the Financial Banking Industry by specializing in Corporate Actions under Middle Office Operations. My aim is to leverage this knowledge base, along with my impressive data analytical and coding proficiency, and apply it towards a more significant and rewarding opportunity.

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## Skills

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|-------------------|--------------|----------------------|------------------------|---------------|
| • Microsoft Excel | • SQL        | • HTML/JavaScript    | • Data Modeling        | • APIs        |
| • VBA Scripting   | • Pandas     | • Process Automation | • Problem Solving      | • JIRA        |
| • Python          | • Matplotlib | • Project Management | • Statistical Analysis | • Supervising |

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## Education

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| <b>2022 - 2023</b> | School: <i>University of Central Florida</i><br>Program: <i>Data Analytics and Visualization Bootcamp</i>               |
| <b>2014 - 2017</b> | School: <i>University of Central Florida</i><br>Degree: <i>Bachelor of Science in Business Administration – Finance</i> |
| <b>2012 - 2014</b> | School: <i>Eastern Florida State College</i><br>Degree: <i>Associates of Arts Degree (accounting/finance focus)</i>     |

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## Work Experience

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| <b>2017 – Current</b> | <b><i>Team Lead Senior Associate - BNY Mellon</i></b><br><b><i>Corporate Actions Senior Analyst - BNY Mellon</i></b><br><b><i>Corporate Action Analyst - BNY Mellon</i></b> <ul style="list-style-type: none"><li>• Lead &amp; supervise a team of 10-12 individuals under Corporate Actions Middle Office Operations for the Hedge Fund, Bridgewater Associates.</li><li>• Exceeded Expectations on every individual performance review within BNY Mellon.</li><li>• Design complex VBA scripts &amp; queries leveraging SQL, Bloomberg, Eikon, &amp; ICE Databases.</li><li>• Thrive in Process Automation to eliminate Manual Touch Points to align company goals for accuracy &amp; efficiency.</li><li>• Lead Auditing Process with developing workflows to meet Risk &amp; Control Guidelines.</li><li>• Responsible for development of dozens of User-Developed-Technologies (UDTs).</li><li>• Collaborate with Technology (through JIRA) to enhance UDTs using Extract Transform Load (ETL) process. Allows to expand tools to a broader scope of teams within BNY Mellon.</li></ul> | <ul style="list-style-type: none"><li>• Expert on both Equity &amp; Fixed Income Corporate Actions on Domestic and Foreign Markets including Australia, Brazil, Canada, China, France, Germany, Japan, Hong Kong, London, Netherlands, Singapore, South Africa, South Korea, and Spain</li><li>• Identifying, researching, and reviewing Complex Corporate Actions.</li><li>• Expert Foreign Tax Knowledge on Dividend Payments, work closely with client to ensure documentation and tax rates are accurately applied.</li><li>• Responsible for interviewing, onboarding, training, and tracking overall performance of each individual subordinate.</li><li>• Delegate tasks to team to meet SLA requirements.</li><li>• Write &amp; review Procedural Documentation for all workflow processes.</li><li>• Escalate Aged Position &amp; Cash Breaks with Custodian &amp; Prime Brokers for resolution on complex issues.</li><li>• Lead Process streamline objectives and work as an SME (Subject Matter Expert) for operations for coding and technical projects.</li></ul> |
| <b>2016 – 2017</b>    | <b><i>Bank Teller – SunTrust</i></b>   |   |
| <b>2016 – 2016</b>    | <b><i>Fall Intern – Northwestern Mutual</i></b>  |   |