

Carlos Garcia

BUSINESS OPERATIONS ANALYST

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Fort Worth, Texas 76164

With 5 years of experience in the financial operations industry, including crypto and blockchain operations, I am registered with the SEC and FINRA. My background encompasses trading derivatives and registered securities while providing white glove services to clients. I uphold the highest standards of professionalism and regulatory compliance, ensuring exceptional results in executing trades and mitigating risks in the crypto and blockchain space. With meticulous attention to detail and a commitment to delivering personalized solutions, I excel in managing complex financial operations in this rapidly evolving field. My expertise in crypto and blockchain operations, combined with my dedication, make me a valuable asset in any fast-paced and highly regulated environment.

EXPERIENCE

COINBASE

July 2022 - January 2023

Coinbase Risk Strategies

- Performed detailed analysis of financial data to identify discrepancies and provided recommendations for corrective action.
- Assisted in the review of monthly bank reconciliations ensuring accuracy of all accounts.
- Prepared journal entries, account reconciliations, variance analyses and other documents related to month-end close activities.
- Monitored cash flow activity on a daily basis to ensure sufficient liquidity levels are maintained at all times.

COINBASE

February 2022 - June 2022

Cold Storage Operations Executive

- Maintained the infrastructure required for cold storage and verified all transactions were recorded on chain
- Collaborated with other members of the Coinbase team to develop and implement new security measures. Cloud, Accounting, Vendors, and Legal

FIDELITY INVESTMENTS

November 2020 - February 2022

Fidelity Investments, High Net, Ultra High Net

- Provided personalized and attentive service to clients with assets ranging from \$250,000 to \$100 million.
- Ensured compliance with all applicable securities laws when recommending investments.
- Facilitated seamless transitions between accounts when clients change advisors or banks.

FIDELITY INVESTMENTS

March 2020 - February 2022

Financial Account Executive

- Managed multiple accounts simultaneously while ensuring timely completion of tasks.
- Researched potential investments for clients based on risk tolerance and long-term goals.

FIDELITY INVESTMENTS

May 2021 - November 2021

Financial Account Executive

- Developed and implemented strategic communications programs that supported key priorities for Fidelity's Personal Investing and Workplace Investing businesses.
- Maintained accurate records of all PR activities using databases like Cision or Meltwater.

- Investigated customer disputes and provided solutions to resolve them quickly and amicably.

TD AMERITRADE

August 2018 - February 2020

New Client Development Group Representative

- Successfully developed and maintained relationships with clients through regular communication and follow-up activities.
- Ensured all customer inquiries were promptly responded to in a professional manner.

TD AMERITRADE

June 2017 - August 2018

New Client Development Group Representative

- Developed strong relationships with clients by providing timely customer service and support.
- Explained to clients personal financial advisor's responsibilities and types of services to be provided.

EDUCATION

BACHELORS OF BUSINESS ADMINISTRATION (B.B.A.) IN BUSINESS ADMINISTRATION

Jan 2017

Texas Wesleyan University, US,

Relevant Coursework

- Finance

Awards & Honors

- Deans List

Extracurricular Activities

- Student athlete: Soccer

SKILLS

- | | |
|------------------------------------|---------------------------|
| • Business Operations | • Operations Management |
| • Analyzing Patterns | • Balance Reconciliations |
| • Financial Reporting and Analysis | • Closing Procedures |
| • Payment Processing | |

CERTIFICATIONS

- | | |
|-------------|---------------------|
| • SIE | • Series 7 |
| • Series 63 | • SQL certification |

LANGUAGES

- **Spanish**
Proficient (C2)

PUBLICATIONS

<https://www.wsj.com/articles/coinbase-tested-group-to-speculate-on-crypto-11663806157>