

EXPERIENCE

Credit Agricole Corporate and Investment Bank, New York, New York

Credit Controls Administrator, September 2005 – January 2015

- Project management for maintenance, identification and heavy research of rating discrepancies.
- Act as liaison for senior credit officers, relationship centers, and Paris Head Office and front office in discerning ratings integrity.
- Review and comment on legal documentation for documentation control measures.
- Initiate and propose recommendations and/or changes to enhance the tracking and reporting process.
- Analyze compliance laws and their validity to Credit Risk Management.

Kaplan Test Prep and Admissions, New York, New York

Operations Coordinator, August 2004-September 2005

- Work with operations manager in distributing manual transmittal work.
- Investigate and resolve questionable transactions and audit rejected transmittals.

NBC, New York, New York

Assistant Financial Manpower Scheduling Coordinator, December 2002-January 2004

- Budgetary tracking and analysis, resource allocation and capital planning.
- Payroll coordination, analyze labor hours to ensure labor-cost efficiency, minimize discrepancies.

New York Presbyterian Hospital, New York, New York

Benefits Assistant, June 2000 – October 2001

- Prepared pension calculations for terminated, vested and retired employees for pension audits.
- Worked with outside consultants to provide data on pension plans and utilized and maintained PeopleSoft HRIS system for the pension program.

UBS-PaineWebber, New York, New York

Intern, September 1998 – January 1999

- Maintained routine stock orders for executive investor.
- Acted as interface with executives and clientele.

EDUCATION

Baruch College, City University of New York, New York, New York

Bachelor of Business Administration, 2002

Major: Finance

Completed Level I of the *Chartered Market Technician* Exam

New International School of Thailand, Bangkok, Thailand

High School Diploma, 1997

Stuyvesant High School, New York, New York

SKILLS AND QUALITIES

- Proficient in MS Excel, MSWord, Outlook, Access, PeopleSoft and Internet research.
- Ability to work well under pressure and handle multiple tasks.
- Excellent interpersonal relations skills, ability to relate well with individuals from diverse backgrounds, ability to thrive in team environments.
- Excellent writing and communication skills.
- Strong attention to detail.
- Highly motivated, ability to work well independently and in a team.
- Fast learner and strong work ethic.