2905 Inca Street Denver, CO 80202 732.648.6564 cjstan22@gmail.com

### **EDUCATION**

# WASHINGTON UNIVERSITY IN ST. LOUIS, Olin School of Business, St. Louis, MO

Master of Science in Finance May 2013

# GEORGETOWN UNIVERSITY, McDonough School of Business, Washington, DC

Bachelor of Science in Finance; Minor in Theology

Cum Laude GPA: 3.44/4.00 Graduated: May 2011

#### **WORK & LEADERSHIP EXPERIENCE**

#### General Assembly, Denver, CO

Software Engineering Fellow, September 2019-Present

- Completed immersive 700+ hour fellowship conducted in remote environment over 6 months. Demonstrated proficiency in relevant, full-stack development technologies in a collaborative environment.
- Designed and executed four web applications using the following technologies:
  - o Frontend: Javascript | React | HTML | CSS | Bootstrap | Sass | jQuery
  - O Backend: Ruby | Rails | Python | SQL | PostgreSQL | MongoDB | Mongoose | Node.js | Express
  - O Collaboration: Git | Github | Agile/Scrum | Heroku

### Cater2.me, New York, NY and Denver, CO

Finance Manager, September 2016-Present

- Manage the operations of the Finance Department which oversees \$50 million in annual sales
- Conduct and facilitate all financial and business intelligence analyses using SQL and advanced Excel to provide actionable insights
- Report to company founders on the financial health of the company on a monthly basis
- Created and refined cash flow forecast to better predict monthly spending
- Collaborated with the tech team to develop, test, and implement a proprietary online invoicing system

Associate, March 2015-September 2016

- Responsible for all day-to-day finance operations including applying and cashing thousands of checks, categorizing transactions in QuickBooks
- Created and improved processes for the finance department including check entering and cashing, client invoice collections, vendor payments, quarterly accounts reconciliation, client invoicing, vendor statements, etc.

### The Stilwell Group, New York, NY

Analyst, November 2014-March 2015

- Created and implemented processes to reconcile cash flows, trades, and positions to ensure SEC compliance for ~\$250 million activist hedge fund
- Oversee daily trade and position reconciliations between brokers and internal accounting systems; research and rectify all discrepancies
- Review, allocate, and confirm equity and options trades
- Prepare SEC filings, including Schedule 13D and Form 13F, for review by legal counsel
- Assist fund manager in ad hoc projects related to fund strategy

# Yelp, Inc., New York, NY

Account Executive, July 2013-November 2014

- Manage leads and drive the full sales cycle from prospecting to closing deals by selling targeted, local advertising solutions over the phone to small- and medium-sized business owners
- Booked over \$350,000 in revenue, resulting in two performance-based promotions