

KRISTEN CANDELLA

48 Farmstead Lane, Suffield, CT 06078 • (860) 970-2996 • kristen@kristencandella.com

DILIGENT & CONSCIENTIOUS BUSINESS PROFESSIONAL PROFILE

Detail-oriented, business professional with a BS in Finance and accounting experience. **Articulate**, self-starter with strong analytical and organizational skills. Able to orchestrate and prioritize multiple activities at once while maintaining a high quality of work. Excellent communicator and resourceful individual.

EXPERIENCE

Spray Painting for Industry, LLC – Stamford, CT

March 2009 – Present

Part-time Client Development Coordinator

- Proactively identify areas for improvement and implement steps to achieve those improvements.
- Timely completion of weekly/monthly performance reports and special assignments.
- Ability to handle investor questions & inquiries along with timely follow-up.
- Prioritize and respond to sales force and client inquiries via in-person, email, and phone.
- Coordinate and execute client events and calls including, quarterly/annual investor calls and meetings and ad-hoc client events.
- Execute client mailings including in-depth quality control procedures.

Full-time student at University of Connecticut

July 2008 – May 2011

SS&C TECHNOLOGIES – Windsor, CT

January 2008 – June 2008

Portfolio Accountant

- Prepared accounting journal entries, analyzed transactions and accounts, and performed analysis reports.
- Ensured accruals are verified and properly posted to the portfolios on a daily basis using Bloomberg.
- Monitored cash and securities positions with custodians and prepared month-end portfolio reconciliation.
- Ensured cash and positions shown in the portfolio system are reconciled to the client and the prime broker statements.

BRIDGEWATER ASSOCIATES – Westport, CT

January 2007 – October 2007

Portfolio Accountant

- Prepared NAV calculations, reconciled accounting positions for clients, and assisted with month-end close and financial reporting activities in a fast-paced, deadline-oriented environment with 100% accuracy.
- Researched and resolved multiple trading discrepancies with custodian banks on a daily basis.
- Maintain the general ledger and post accounting entries to ensure that transactions are reflected properly and in accordance with internal and external reporting formats.

BANK OF AMERICA: BUSINESS CAPITAL – Glastonbury, CT

October 2004 – December 2006

Business Development Associate

- Developed strategic marketing objectives for large clients that increased revenue by 25%.
- Assessed client's financial needs and provided product/service recommendations through out-bound calls.
- Fostered and maintained strong communications with key decision makers by creating inventive brochures.
- Monitored industry trends, researched financial market news, and contacted leads.

EDUCATION

UNIVERSITY OF CONNECTICUT, Storrs, Connecticut

Bachelor of Fine Arts, Art May 2011 Overall GPA 3.77/4.0

Bachelor of Science, Finance May 2004 Magna Cum Laude

COMPUTER SKILLS

Proficient in PC and Mac: Microsoft Office Suite (**Excel, PowerPoint, Word**) / Outlook / Adobe Photoshop