

Michelle Reign

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PROFESSIONAL SUMMARY

I am a dynamic professional with over 15 years of rich experience in the banking system, sales, operations, reporting. I have strong data analysis skills, system analysis skills and problem-solving skills with positive results.

I am an enthusiastic, multi-skilled, innovative and resourceful professional with extensive experience in financial and administrative services. I gained a collection of skills while working with a variety of partners, driven by quality and integrity.

EDUCATION

2001 – 2005
Bucharest University,
Bachelor’s in marketing

1997 – 2001
George Cosbuc
Theoretic High School,
Bucharest

FOREIGN LANGUAGES

English
Advanced speaking, reading,
writing

Italian
Medium speaking, reading,
writing

TECHNICAL SKILLS

Good knowledge of operating
in banking PC programs

Computer knowledge (Word,
Excel, Power Point, etc.)

EXPERIENCE

Business Compensation Analyst, Miracle April, 2021 – Current

- Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
- Leading ongoing reviews of business processes and developing optimization strategies.
- Staying up to date on the latest process and IT advancements to automate and modernize systems.
- Conducting meetings and presentations to share ideas and findings.
- Performing requirements analysis.

Business Operations Specialist, BlueBridge January 2016-March 2021

- Meet with the management team of various departments to assess our processes
- Interview employees to determine their role in the company
 - Review our financial records to spot compliance issues or inefficiencies
 - Recommend areas that need improvement
 - Implement changes and oversee process improvement

