

Kaily Granados

Glen Burnie, MD | kailygranados.com | kegranados1@gmail.com

EDUCATION:

University of Maryland: University College - Adelphi, MD

Bachelor of Science in Computer Science

Spring 2019

Relevant Courses: Design and Analysis of Computer Algorithms, Data Structures and Analysis, Building Secure Web Applications, Operating Systems, Computer Graphics

Anne Arundel Community College - Arnold, MD

Associates of Science in Engineering Technologies

Spring 2016

Courses: Calculus I, Calculus II, Calculus III, Discrete Structures, Linear Algebra, Physics I, Physics II

Organizations: Engineering Scholars Program & Chemistry Club

SKILLS:

Advanced MS Office (Access, Word, Excel, PowerPoint)
HTML/CSS
JavaScript

Bootstrap
Google Technical Support Fundamentals Certificate
freeCodeCamp Responsive Web Design Certification
Project Management

EMPLOYMENT HISTORY:

PlanVest Financial, Inc. – Gaithersburg, MD

Client Services Manager

October 2018 - present

- Coordinate process for transferring all accounts to a new custodian by preparing paperwork, resolving any account-related issues, and ensuring forms/applications are in good order.
- Use a portfolio management system to create custom advisor reports, create and manage client accounts, and run client billing.
- Assist accountant with data entry into QuickBooks, acquiring documents accountant needs. Tracks company expenses, monitors spending, and processes advisor payout.
- Responsible for ensuring that invoicing coordinates with appropriate fee schedules. Resolves any discrepancies, also reviews payout summary sheet to ensure that all streams of income have been paid out to advisors appropriately.
- Assess business needs and collaborate with business owner to understand what data needs to be collected, recorded and how it should be organized into well maintained, detailed and up-to date spreadsheets.
- Write comprehensive instruction manuals; manuals include processes for billing clients, processes for navigating client portals, on the client side and on the advisor side, and how to run reports on various software. At times lead in-person training sessions.

INTERNSHIP:

Maryland Community Connection – Lanham, MD

IT Intern

March 2018 – June 2018

- Configured computers, laptops and tablets with wi-fi, email, and peripheral devices for employees.
- Managed website updates using WordPress.
- Assisted in troubleshooting connectivity issues in the office.

Boston University - Boston, MA

Undergraduate Researcher in Integrated Nanomanufacturing

Summer 2016

- Learned basic MEMS fabrication techniques, including spin coating, lithography and oxygen plasma cleaning.
- Fabricated nanochannel devices and tested their bonding strengths using capillary filling and pressure driven flow.
- Performed and recorded ionic conductance measurements using MatLab.
- Received NSF Research Experience for Undergraduates Certificate of Completion.