

# KELSEY STEPHENS

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## PROFESSIONAL SUMMARY

Dynamic and driven professional with over 15 years of experience in document processing and government compliance. Proven ability to maintain accuracy and efficiency under pressure while meeting strict deadlines. Committed to continuous development and innovation.

## CORE COMPETENCIES

- Leadership
- Team Collaboration
- Problem Solving
- Computer Proficiency (Mac & Windows)
- EDGAR
- SEC Regulations
- Professionalism
- Adobe Creative Cloud
- Self-Management
- HTML/Web Development
- SQL
- Compliance Documentation

## EDUCATION

**BACHELOR OF COMPUTER SCIENCE, CONCENTRATION IN AI, CERTIFICATE IN DATA ANALYTICS (SPRING 2025)**  
*Wilmington University, New Castle, DE*

**ASSOCIATE OF APPLIED SCIENCE BUSINESS ADMINISTRATION (2018)**  
*Rowan College at Gloucester County, Sewell, NJ*

## ACADEMIC PROJECTS

### PYTHON FOR DATA SCIENCE

*Provided an overview of Python and explained how it can be used in data science. Learned how to store data, manipulate data, and what the best tools to use for data analysis are.*

### DATABASE FOUNDATIONS

*Covered the fundamentals of the database management systems environment. Studied database concepts, including SQL, the relation model, normalization, database planning, design, and administration.*

## PROFESSIONAL EXPERIENCE

### DOCUMENT PROCESSING SPECIALIST-EDGAR

**2008 – PRESENT**

*McMunn Associates, Collingswood, NJ*

- Process government compliance documents from PDF, Excel, and Word into HTML and file them with the SEC for clients.
- Working with the EDGAR department team to ensure compliance with SEC regulations, including submitting documents in the required format, attaching necessary exhibits, and ensuring data integrity.
- Working both individually and in teams to develop new procedures to ensure accuracy and efficiency in our processes
- Familiarity with common SEC Form Types such as 8-K, DEF14A, 497, 497J, 497K, 485BPOS, Modules, and NCSRs
- Provide premier 24-hour customer service by accurately and efficiently preparing, editing, and filing documents.
- Met specific filing deadlines set by the SEC for different types of reports
- Learned and adapted to software and regulatory changes in business
- Ability to work in a fast-paced, hectic environment while maintaining composure, focus, and efficiency

- Effectively prioritized tasks and met deadlines, ensuring smooth operations even in challenging circumstances
- Analyzed problems and provided prompt resolutions

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#### **AWARDS & CERTIFICATES**

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- Certification in Data Analytics
- Certification in Java
- Rowan College at Gloucester County President's List
- Rowan College at Gloucester County Dean's List
- Wilmington University's Dean's List- Summer 2023, Fall 2023, Spring 2024, Summer 2024, Fall 2024
- Epsilon Pi Tau Honor Society Member