

KIERAN HARRIS

61 Hoag Lane Aston, PA 19014 | kharris19063@gmail.com | 610-233-6706

SKILLS & ABILITIES |

- Understanding of working within a time frame on a particular schedule, whether acting independently or in collaborative efforts
- Analytical with the ability to find improved or more efficient solutions to concerns
- Ability to communicate effectively and comprehensibly with superiors in terms of receiving instruction and critical feedback
- Logical and critical thinking, and problem-solving skills
- Experience with building and developing computers

EDUCATION |

WEST CHESTER UNIVERSITY, WEST CHESTER, PA (Graduated 2015)

B.A. MATHEMATICS

- Graduated in the spring of 2019 with a degree in mathematics and a physics minor.
- Recipient of a STEM Scholarship 2015

UNIVERSITY OF PENNSYLVANIA, PHILADELPHIA, PA (August 2021-Present)

LPS Coding Boot Camp

- Formal training in the following programs: HTML5, CSS3, JavaScript, jQuery.
- Full Stack web development.

EXPERIENCE |

OPERATIONS SPECIALIST | ARCHER INVESTMENT MANAGEMENT SERVICE

FEBRUARY 2020- SEPTEMBER 2021

- Investigates and resolves all cash and position exceptions across accounts.
- Validates and process cash transactions in client accounts.
- Establishes and validates new and existing accounts and processes account maintenance items.
- Account maintenance on transactions and cash flows to ensure accuracy.
- Identify and resolve issues with custodians, banks, and brokers and responds to various requests from intermediaries in a timely and professional manner.
- Training new hires and oversees temporary employees for the 2020 tax sell season.

TEMPORARY EMPLOYEE | SOLOMAN EDWARDS

OCTOBER 2019- JANUARY 2020

- Temporary employee on the account services team for Archer IMS. Responsibilities include tax selling, communicating internal and external requests, and pulling requests from money manager portals and directing them to the appropriate team in a timely manner.

ADVANCED TRAINEE | ANSWERING SERVICE FOR DIRECTORS

JULY 2019- OCTOBER 2019

- Answers sensitive calls from clients on the behalf of funeral program directors and calls out to the directors to coordinate information.

SERVER | HOUSE RESTURANT IN MEDIA

APRIL 2017- OCTOBER 2019

- Interacted with customers in a personable manner
- Took orders and collaborated timing with kitchen staff
- Delivered food to customers while maintaining communication with other staff members and customers in a professional manner.