

Brooke Strand

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EDUCATION

Flatiron School | Part-time Software Engineering Flex Program

Jan. 2022

University of Wisconsin - Milwaukee | Bachelor of Arts in Economics

Sep. 2018 - May 2021

PROGRAMMING AND TECHNICAL SKILLS

HTML | CSS | Javascript | React | SQL | Ruby | Bootstrap | Git

SOFT SKILLS

Numeracy and Analytical Ability | Verbal and Written communication | Problem Solving Ability | Critical Thinking | Organization | Startup Experience | Time Management

EXPERIENCE

Operations Associate → Senior Operations Associate

June 2021 - Present

Vestwell | New York, NY

- Work with the Engineering and Product teams to reconcile technical bugs or suggest new feature developments for the platform.
- Perform reconciliations of payroll, eligibility, and other related activities to ensure operational processes are intact.
- Managing platform database to ensure accurate data.
- Assisting and Monitoring fellow teammates to ensure team tasks are completed.

Personal Activities Compliance Intern

Aug. 2019 - May 2021

Robert W. Baird | Milwaukee, WI

- Research associate activities to verify that they are allowed under company and federal policy.
- Managing account and HR data for our 3rd party compliance data tracking website.
- Communicate with associates across business units to assist in comprehension of compliance rules.
- Assist with project to reform company policy on how brokerage accounts are monitored to improve efficiency and reduce firm liabilities.
- Contribute to team projects to reform communications distributed to associates to better convey compliance expectations.

Procurement Intern

May 2019- Aug. 2019

Veolia Water | Milwaukee, WI

- Processed Purchase Orders, Blanket Orders, Invoices, and Purchase Cards
- Conversed with Vendors to resolve issues with orders
- Maintained Excel Spreadsheets to monitor past due orders, invoices, and cost-savings