
WORK EXPERIENCE

Vanguard – Malvern, PA

March 2020 – April 2021

Contractor - Financial Analyst / Corporate Actions Associate

- Responsible for the accounting book of records for withholding, reclaim, dividend, FX, and paydate adjustments in accounting
- Working on forensic accounting project where aged reclaims need to be researched, evaluated, and given to fund tax services team for their opinion
- Responsible for accounting book of records for dividends that are going Ex on current BD. Validate with IDC, Markit, and Bloomberg and make any adjustments, if necessary

SEI - Oaks, PA

September 2017 – October 2019

Senior Fund Accountant, Alternate Investment Funds

- Official intermediary record keeper for over 12 hedge funds
- Performed timely reconciliations regarding net asset values and provided accounting reports
- Involved in the coordination and support of year-end audits in accordance with GAAP accounting standards and performed due diligence to ensure clients are in compliance with government laws and regulations
- Correspond with external investment regarding day to day inquiries including fee payments, cash position breaks, and reconciliations
- Reviewed several financial reports such as trial balances, general ledgers, balance sheets, and capital spreads reports
- Participated in a fund conversion which is to convert data from a competitor to our portfolio accounting system

Knoll - East Greenville, PA

March 2017 – August 2017

Financial Analyst – FP&A

- Support budget and forecast process and reports including operating expense analyses along with product line forecasts, including consolidation of information for review by upper level management
- Collect financial data to assist with the preparation of PowerPoint materials used for upper level management meetings
- Performed tie out of the earnings release for SEC filings

Winning Touch Tennis – Allentown, PA

May 2015 - March 2017

Tennis Teaching Professional

- Marketed myself as a brand that provided highly detailed-oriented tennis skills that helped students progress to the next level
- Received inbound calls from parents about tennis programs and consulted with them about the services that the club offers
- Taught private and groups lessons for basic, intermediate, and advance players for all ages
- USPTA (United States Professional Tennis Association) certified

EDUCATION

Bloomsburg University- Bloomsburg, PA

Graduate class of 2015

Bachelor's of Science in Business Administration - Major: Finance; Minor: Spanish

- AACSB Accredited
- Cumulative GPA: 3.2

Relevant Courses: Business Policies, Principles of Selling, Consumer Motivation and Behavior, Advertising Management, International Marketing, Investment Management, Financial Accounting, Managerial Accounting, Spanish Phonetics

Universidad de Granada – Andalusia Region of Spain

Centro de Lenguas Modernas - Academic Home-Stay Study Abroad

Summer 2013

- Lived in the Southern Andalusia region of Spain for a month and experienced living and learning in a different culture

CERTIFICATIONS

- AWS Solutions Architect Associate Certified
- AWS Cloud Practitioner Certified

ACHIEVEMENTS

- Pennsylvania State Athletic Conference (PSAC) Team Conference Tennis Champions
- Received PSAC All-Academic Athlete Award
- Captain for the Bloomsburg Men's Tennis Program