Objective:
Highly organized, innovative, and dedicated professional, offering wide-ranging experience in data management and collection, project administration, and revenue growth. Exhibit expertise in capitalizing on technical processes to address business issues and identifying opportunities for progress across multiple projects and teams. Demonstrate capability to direct the design and delivery of reports and insights, as well as establish and maintain rapport with individuals from various backgrounds. Leverage outstanding communication and time management aptitudes to efficiently achieve a wide array of tasks and attain set-forth goals and objectives.

Experience:
J.P. Morgan Chase & Co. ☐ Chicago, IL
Onboarding | Know Your Client Associate 2017–Present
Provide weekly and monthly AO and Know You Client (KYC) activity reports for senior management.
Serve as the point person for the management information system (MIS) personnel in charge of developing process and methodology guidance reports.
Deliver comprehensive analyses to discuss discrepancies and concerns to senior managers, as requested.
Effectively support the HUB business manager in sustaining reporting consistency.
Boost overall efficiency, speed, and accuracy for clients and front office partners by identifying process improvement.
Function as technology super-user and support, responsible for the new technology roll-outs and technical issues.
Render guidance and support to AO personnel in reducing lead time and augment confidence regarding complex compliance and procedural structures.
Exhibit expert knowledge of AO, leading to efficient client interactions, including walkthroughs of complex situations.
Closely coordinate with front office partners regarding AO procedural or policy changes to lessen issues.

Navigant Consulting, Inc. ☐ Chicago, IL
Accounting Consultant, Contract Assignment 2016–2017
Held responsibility in completing reconciliations of seven corporate cash accounts every week.
Resolved discrepancies and unrecorded items by working with the AP and AR teams.
Displayed competency in maintaining journal entry records while acting as the final gatekeeper for requests and reported deficiencies in regular audits.

HC&B, Inc. ☐ Chicago, IL
Technical Consultant 2016
Developed an adaptive display linked to a PowerPoint for sales presentations to senior management teams and several clients by integrating several models and prolonging the life of the model, which led to cost reduction.
Enabled quick and robust adjustments with minimal interventions by the technical support staff using VBA macros.

Cortland Capital Market Services LLC ☐ Chicago, IL
Account Manager 2015
Prepared KYC / AML procedures for incoming fund investors; coordinated with fund managers in assessing results.
Oversaw a team of four handling nine different funds with a collective value of $750M.
Presided over client meetings on fund operations and strategy, functioned as a point of

escalation for client issues.
Held responsibility for time-value analyses on client contracts with recommendations to senior management.
Produced efficient client setup and servicing through collaboration with various internal teams.
Spearheaded process improvements in alignment with the client deliverable timelines.

Prairie Capital, L.P. ☐ Chicago, IL
Accountant 2013–2015
Assumed accountability for financial statements, investor schedules, and fiscal items for partners' meeting presentation every year.
Coordinated with investors and representatives to address issues with fund-related transactions.
Completed KYC/AML documentation for active investors, KYC/AML procedures for investment transfers; and improvement of procedures for future funds through collaboration with compliance personnel.
Every month I sent portfolio companies interest billings based on debt investments made in those companies with the interest schedule having been created from the core legal documentation.
Distributed interest billings based on debt investments made in the respective companies with the interest schedule
Gathered information for annual fund audits and fulfilled auditor requests from investors or portfolio companies.
Generated reports for senior partners and monitored expenses by collaborating with Concur representatives.

Great American Finance Company ☐ Chicago, IL
Accounting | Contract Acquisitions Manager | Analytics 2010–2013
Accountant | Analytics 2009–2010
Rendered oversight to the accounting staff of two and a contract acquisitions staff of four, accountable for precise tracking, entering, and purchasing of approximately 350 contracts on a weekly basis.
Designed an internship program for the Accounting or Contract Acquisitions departments while facilitating training and mentorship to four interns.
Devised models to forecast the effects of actions of Bank Covenants to identify best choices; produced analyses to monitor ongoing progress of several hundred legal action and charge-off accounts.
Exhibited efforts in determining high-delinquency risk account traits, monitoring legal and bankruptcy collections; and creating a cohesive contract purchasing solution by working with internal teams.
Career Highlights:
Played a key role in changing the contract tracking procedures, lessening lost or misplaced contracts by 75%, and saving 15 man-hours each week.
Augmented ad hoc reporting procedures, reducing time by 20% and boosting function, adaptability, and informational breadth.
Reduced errors from 1/500 to 1/7,000 saving 15 man-hours weekly through improvement of payment posting procedures.
Worked with internal IT staff and vendors to additional functionality for customer payments
Developed an additional functionality for customer payments in the corporate website by working with internal IT staff and vendors, as well as shrinking errors and growing capacity and value for the customer and company.

Education:
Master of Science in Predictive Analytics, Northwestern University ☐ Evanston, IL

Bachelor of Science in Business Finance, DePaul University ☐ Chicago, IL

Bachelor of Science in Accounting, DePaul University ☐ Chicago, IL

Skills:
Business Operations
Competitive Analysis
Process and Quality Improvement
Data Modeling
Expense Planning and Control
Client Relations
Reports Generation
Organizational Leadership

Additional Information:
Academic Project

2016 Kaggle Competitions, Group Capstone Project Northwestern
Role: Member
Client Name: Prudential
Overview/Objective: Lessen questionnaire factors, starting with almost 150 factors.
Utilized data to determine the best streamline process for the application process.
Decreased Prudential's insurance application questionnaire length by approximately 30%.
Made use of software such as Microsoft Excel, SAS, R, and Python.

♣ Technical Acumen

Microsoft Office (Excel, Access, and PowerPoint) ☐ COB ☐ SPSS Statistics ☐ SAS ☐ R ☐ SQL ☐
Python
Visual Basics for Applications (VBA) ☐ VMware Workstation ☐ The Connect Platform ☐ Qlik
Sense ☐ PeopleSoft
QuickBooks ☐ SAP Concur ☐ Megasys ☐ TURBO-Lease ☐ FundCount ☐ CorPro

I love AI
Machine learning
My love probability and statistics. I am a sucker for python and automation. My love for
automation is beyond compare. Automation for life. Automation 4ever. Peace Love and
Automation.