



## Work Experience

STP Investment Services - West Chester, PA

**Account Manager** (August 2017 to Present)

- Project manager supporting new client technology requests through requirements gathering and providing specification write ups to business analysts and developers. Provide strategic and tactical direction through project lifecycle. Completed over 65 projects in the past 30 months leading to new products, efficient workflows and high client satisfaction scores.
- Leverage skills in SQL, VBA and Microsoft office products (Excel and Access) to build applications which have led to a 25% reduction in processing time and a 33% increase in accuracy. Skill set also used to deliver ad hoc client reporting requests which reduces time to market lag inherent to PMO process.

DuPont Capital Management - Wilmington, DE

**Senior Analyst and Business Solutions Lead** (September 2011 to July 2017)

- Designed, built and implemented:
  - Trade Confirmation system and workflow to replace hard call confirmations, focusing on straight through processing of trades, account allocations and settlement instructions. Reduced daily processing times from 3 hours to 15 minutes.
  - Unmatched trade system that normalized trade data from ten custodian banks, providing exception based unmatched reporting with the ability to document and retain analyst resolution. Reduced daily processing times from 2 hours to 30 minutes.
  - A new workflow that automated the generation of trade communications to 3rd party Investment Managers resulting in 100% accuracy for hundreds of trades and time reduction of 5 hours per trade event.
  - An audit system/ workflow that standardized, centralized and shortened annual audit processing times of 8 companywide audits from 105 hours to 7 hours.

The Vanguard Group - Malvern, PA

**Supervisor** (July 2004 to August 2011)

- High-profile management position accountable for the daily investment decision of client mutual funds, trade settlements and reconciliation of cash activity.
- Managed a staff of ten analysts, reviewing daily workflows against key controls.
- Custody Bank Relationship Manager responsible for analyzing and reporting Key Performance Indicators (“KPIs”) across the department and using data to create action plans to improve the service provided by the custodians.

## Other positions

Greater Kensington String Band (Volunteer - Non Profit) – Philadelphia, PA

Treasurer (March 2014 to March 2017)

LaSalle University – Philadelphia, PA

Assistant Director for Graduate Admissions (September 2007 to September 2008)



## Education

Penn LPS Coding Bootcamp Certificate  
University of Pennsylvania

October 30, 2020

Master in Business Administration  
La Salle University, Concentration in Management

September 15, 2011

Bachelor in Business Administration

September 15, 2004

La Salle University, Concentration in Accounting  
Recipient of the Academic Achievement Award for highest accounting average in graduating class

## Technical Skills and Systems

HTML5, CSS3, Javascript (ES6), jQuery, AJAX/ APIs, Bootstrap, Materialize, Foundation, Firebase, Node.JS, MySQL, Oracle SQL, MongoSB, Express, Handlebars, React. Proficient in Microsoft Office applications. Experience working in JIRA and GitHub.

## Fin Tech Specific Systems

Strong working knowledge of Eagle, Portia and Invest One accounting systems. Proficient knowledge of Bloomberg, IDC, Remote Plus, Apex on Demand, Eikon, ClearPar, ALERT, E-Tran, and dozens of custodian web platforms.

## Projects

### ***COVID-19 US Travel Assistant***

Description: An application designed to provide key COVID-19 information to help individuals who travel frequently or are considering travel to a U.S. state.

Languages Used: HTML, CSS, Javascript, jQuery, APIs

URL: <https://millhouse36.github.io/Covid-19-contact-tracing-and-data-app/>

### ***Weather Dashboard***

Description: Application that allows a user to search for the current and 5 day forecast for any city in the world.

Languages Used: HTML, CSS, Javascript, jQuery, APIs

URL: <https://pmulhern.github.io/Weather-Dashboard/>

### ***Timed Quiz***

Description: A 60 second timed quiz on an arbitrary topic where the user will score 10 points for correct answers and lose 5 seconds for incorrect answers.

Languages Used: HTML, CSS and Javascript

URL: <https://pmulhern.github.io/timedQuiz/>