**Matthew J. Roos**

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# SUMMARY

A Financial Services Professional and CFA Level III Candidate experienced in fund administration (including derivatives), client services, and financial reporting. I am result driven, detail oriented, and technically savvy team player with strong analytical and communication skills. Seeking a Financial Services opportunity to contribute my experience and skills to the success of an organization.

# PROFESSIONAL EXPERIENCE

**US Bank – CDO Analyst** (contract) June 2015 – August 2015

* Performed data analysis on large asset portfolios including data reconciliation and calculation of portfolio compliance tests such as overcollateralization ratios, weighted average spread, weighted average life and other portfolio quality and concentration ratios
* Ensured compliance of CDO transactions by accurately comprehending and interpreting complex legal documents
* Compiled monthly and quarterly investor reports, analyzed hypothetical trade results, and worked closely with portfolio managers on comparing key portfolio information and statistics
* Presented daily summaries to managers/project managers
* Assisted with other ad hoc requests on a needs basis
* Calculated and coordinated payment date auditing process with accountants, prepared priority of payment calculations (waterfalls) and distribution amounts to CDO noteholders
* Interacted with CDO portfolio managers, investors, rating agencies, investment banks, auditors and other industry participants

**Newedge – Onboarding Support** (Contract)May 2015-May 2015

* Assisted in the on boarding of new client accounts as well as potential client account transfers
* Maintained proper compliance documentation and input all pertinent client information into GMI
* Presented daily summaries to managers/project managers
* Assisted with other ad hoc requests on a needs basis

**Process Analyst/Transfer Agency Analyst** (Contract),Northern Trust, Chicago, IL July 2014 – December 2014

* Calculated all incentive fees, management fees, and operational expenses for hedge fund managers and investors
* Produced daily, weekly, and monthly reporting packages for hedge fund managers and investors and presented all reports to management
* Calculated all applicable performance numbers and investment breakdowns for individual investors and investment managers
* Provide support for Project 2013 by monitoring compliance requirements
* Request all missing documentation required to clear compliance exceptions and verify this information with Relationship Managers
* Led the process of the Print/Mail/Scan project and ensure that client personal information is held confidential

**Associate Staff/ Fund Administration,** Guggenheim Investments, Lisle, IL May 2011-May 2013

* Prepared dividend income projections, NQ/Semi-Annual Reports, and monthly creation/redemption worksheets for the SEC and Board of Trustees
* Presented all reports to Senior management
* Reviewed and monitored trade clearing and trade break resolutions to ensure 100% accuracy
* Updated futures and options trading activity spreadsheets on a daily basis and verified the data with BNY and our internal trading desk
* Verified daily NAV calculations
* Prepared monthly advisory fee schedules for all applicable Closed-End Funds, Exchange Traded Funds, and Qualifying Investor Funds
* Monitored cash positions and expense liabilities for CEFs and ETFs with the Portfolio Team and determined when cash needs to be raised
* Ran all daily trial balances for CEFs and ETFs to ensure proper accounting numbers are used for Financial Reporting
* Assisted Finance Department with monthly cash/receivable reconciliations
* Prepared monthly accrual reconciliations for all CEFs and ETFs to verify proper allocation of fund expenses by The Bank of New York Mellon
* Prepared an monthly Advisory Revenue worksheet for the Finance Department
* Performed Registered Investment Company diversification tests for applicable ETFs

# EDUCATION & PROFESSIONAL DEVELOPMENT

University of Illinois at Urbana Champaign, **Bachelor of Science in Economics** May 2010 Related Coursework: Accounting, Finance, Statistics, Management, Business Law

# CFA Level III Candidate

**TECHNICAL SKILLS**

Microsoft Word, PowerPoint, Excel (Vlookups & Pivot Tables), & Outlook; Bloomberg and firm specific financial reporting software; SQL queries; Great Plains, Hyperion, Workday, Share Point, Lotus Notes, Trust Servicing, GMI, CDO Suite, and Salesforce

# VOLUNTEER WORK & ACTIVITIES

Volunteer for Western DuPage Special Recreation Association & Feed My Starving Children Participant in Men’s Soccer and Basketball League