**Szepei (Kristen) Cheung**

1771 Bay Ridge Avenue Brooklyn NY 11204 ∙ 404-647-9972 ∙ [Cheung.Szepei@gmail.com](mailto:Cheung.Szepei@gmail.com)

**EXPERIENCES**

|  |  |
| --- | --- |
| Bank of China  *Compliance OFAC Associate*  Bank of China  *Investigation Associate* | New York, NY March 2018- Present   * Responsible for daily alert disposition including LC, Wire, ACH, and non-payments * Conduct coaching with new hire to ensure the required skills and knowledge * Perform Enhance Due Diligence on RFI cases * Perform due diligence on filter lists to determine removal or keep * Top 1 % Performer in alert disposition volumes * Review documentations and handle transactions held for potential sanction match * Drafted Sanction Operation and QC Policies and Procedures * Examine wire activities for potential AML, OFAC, or internal policies breach * Prepare periodic review reports of OFAC wires * Prepare monthly updates and presentations of TCH news & regulations * Extensive knowledge of Swift , Fed , Chips and different message types |
| Citibank, N.A  *Personal Banker* | New York, NY February 2017-February 2018   * Served as first point of contact for all clients, uncovered opportunities and sale process * Consistently remain top 5 % bankers in the region * Identified prospective clients for partnership with Financial Advisors * Execute account maintenance updates * Review documentation for new accounts and evaluates high risk accounts * Verified clients’ portfolio in accordance with KYC policy, USA patriot act, due diligence, and BSA standards |
| Genesis Capital  *Loan Officer Internship* | New York, NY June 2016- August 2016   * Assisted in evaluating, authorizing, and recommending approval of credit loans * Advised borrowers on financial status and methods of payments * Build trusts and effectively managed client relationships * Followed-up with clients in accordance to their current financial situations * Prepared, reviewed and delivered reports of loan applications to ensure policy accuracy * Forecast cash flow positions, related borrowing needs and funds availability |
| JP Morgan Chase  *Teller* | New York, NY March 2015-March 2016   * Handled more than $50,000 cash and 300 check transactions in everyday tasks * Provided exceptional customer service and increased teller referrals by 3 % * Maintained positive team work and attitude, lead in absence of manager * Filed CTRs and SARs in preventing illegal activities, escalated issues when necessary |

**EDUCATION**

|  |  |
| --- | --- |
| Baruch College, Zicklin School of Business, CUNY  Degree: Bachelors of Business Administration in Finance Minor: Psychology | Graduated in Dec.2016 |

**SKILLS**

|  |
| --- |
| * Bilingual ( Chinese & English) |
| * GPIS * Fircosoft Continuity/Trust |

|  |
| --- |
| * Crystal Report |

* Prime
* Bridger Insight