

TYLER J PARDEE

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Financial services professional with 8+ years' experience looking to transition to a product-focused role. Passionate about creative problem-solving, strategic product ideation and financial report design. Perfectionist with an eye for detail and identifying inefficiencies. Recognized for strong work ethic, critical thinking, time management and team management skills. Intrinsically motivated by a competitive can-do mindset, proven to excel under pressure in fast-paced environments.

WORK EXPERIENCE

Assistant Vice President, State Street Corporation

Boston, MA

Director of Fund Administration (Treasury Services)

May 2018 - Present

- Coordinate daily client service across seven client accounts with over \$450 billion combined AUM
- Responsible for managing client expectations and maintaining positive client relationships
- Primary focus in performance tracking, total return calculations, dividend income projections, dividend rate calculations and portfolio turnover calculations for mutual funds & ETFs
- Oversee and manage a team of twelve financial service professionals across three locations to ensure all tasks are completed and delivered in a professional & timely manner
- Brought onto a large client account to identify data inaccuracies and conduct a 6 month long reconciliation of all historical data. Provided various impact reports and put controls in place to help rebuild the client relationship.

Officer, State Street Corporation

Boston, MA

Assistant Director of Fund Administration (Treasury Services)

June 2017 – May 2018

- Tasked with interviewing, training and managing associate level employees
- Integral contributor to State Street's offshoring initiatives and the relationship with our counterparts in Hyderabad & Bangalore, India. Optimized workflow to take advantage of the time difference between locations.
- Responsible for managing the performance database and providing clients with total return calculations

Senior Associate, State Street Corporation

Boston, MA

Manager of Fund Administration (Treasury Services)

September 2016 – June 2017

- Became SME of the new performance system and successfully onboarded performance data for over 500 funds
- Leveraged Excel & VBA skillset to construct Access and Excel tools to accelerate the platform conversion
- Gained an in-depth understanding of net, market, gross-of-fee, pre & post liquidation after-tax total returns calculations as well as dividend projections
- Developed and presented excel macros that are used department wide and have proven to effectively save resources and shorten completion time

Associate II, State Street Corporation

Boston, MA

Future Focus Development Program

June 2015 – September 2016

- Awarded the 2016 Risk Excellence Award for developing Outlook scripts that saved incoming email attachments to shared locations based on key words within email
- Built excel macros & models to analyze budgeted amounts and suggest daily accrual adjustments

TECHNICAL SKILLS

Microsoft Suite: Advanced Excel, VBA/Macro Development, Access, Outlook, PowerPoint, Word, etc.

Business: Bloomberg, FactSet, Capital IQ, Expense Manager, Multi-Currency Horizon (Accounting), Confluence (Performance)

Other: HTML, CSS, JS, React, NodeJS, Git, Adobe Photoshop, Adobe Illustrator, Figma, Tableau, VSCode

CAREER DEVELOPMENT

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| ▪ 2018 Rising Star Award | ▪ Disability Awareness Alliance cookout volunteer |
| ▪ 2016 State Street Risk Excellence Award | ▪ Disability Awareness Alliance reception and networking event |
| ▪ State Street Global Services Mentee | ▪ Disability Awareness Alliance charity golf & auction volunteer |
| ▪ Future Focus Development Program Mentor | |
| ▪ State Street Golf Society | |

ACADEMIC EXPERIENCE

Bryant University

Smithfield, RI

Bachelor of Science in Business Administration, *Cumae Laude*

Class of 2015

Major Concentration – **Finance** Minor Concentration - **Legal Studies**

Archway Investment Fund

Smithfield, RI

Portfolio Manager, Securities Analyst

September 2014 – May 2014

Selected to manage an investment portfolio valued over \$1,000,000

The Odin Project

Boston, MA

Full Stack JavaScript Curriculum (Advanced CSS & HTML, Javascript, React, NodeJS, Git)

January 2022 – Present

Portfolio: www.tylerpardee.me