

Zoë Balkwell

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Executive Summary

I am an enthusiastic addition to any team, and a strong team player. My experiences in business analysis and application development enable me to understand different stakeholders' needs and change my communication and approach accordingly. I enjoy analysing data and presenting concise, easy to understand results. I like to take ownership of products and functionality and am interested in agile methodologies.

Education

BSc Physics and Business Studies (Honours), University of Warwick, 2009-2012

The Physics part of the degree focused on the research and data analysis with Physics Laboratories (75%) and Electronic Workshops (73%).

Business section of the degree focused on organisational efficiency, management and financial principles. Modules taken include Markets, Marketing and Strategy (62%), Operations Management (60%), E-Business and Value Chains (74%).

Worksop College

A-Levels, 2007-2009:

Physics (A-89%), Maths (A-81%), General Studies (A-85%), Business and Economics (B- 74%)

GCSE's, 2006-2007:

11 GCSE's achieved, Grades A* to B.

Financial Markets, Yale University (Coursera), 2014

Taught by Sterling Professor of Economics Robert Shiller, this course focused on the theory of finance, banking, insurance, securities, futures, and other derivatives markets.

Skills

Project Management, Relationship Management, Data Analysis, Communication and Networking, Leadership, Knowledge of agile methodology, Microsoft Office Specialist proficiency in Microsoft Word, Excel and PowerPoint, Java, SQL, Linux, Unix, Sybase, MS SQL, Oracle, MySQL, Supermongo, Perl, JavaScript, PHP, HTML, CSS, Amazon S3, Route 53, Ruby on Rails.

Professional Experience

Production Support Automation - Bank of America Merrill Lynch

August 2014 – Present

Equities Tradeplant provides full stack support across multiple lines of business, demanding fast learning and wide understanding in high-pressure situations.

Tasks & Responsibilities

- Identifying challenges, and designing and developing innovative solutions to optimise workflows and automate production support systems.
- Mapping user flows across multiple platforms.
- Managing intercompany projects and leading the innovation project group to develop skills and tools.

Achievements

- Created a Contract Compare Break management tool that saves 3 hours per day, creating audit trails and reducing the possibility of human error.
- Co-created a firmwide tool to help mitigate the risks of unexpected environment changes.
- Project managing the implementation of new workflows, interacting with both internal and external stakeholders.

Project Consultant - BUPA Global, Consultant on Behalf of Woodham-Smith Consulting

June 2014 - July 2014

BUPA Global was undergoing an organizational change, merging 3 entities. With an absence of technology knowledge across the various platforms, I was contracted to bridge the technology gap and create a unified global team and product.

Tasks & Responsibilities

- Analyze and map the structure of existing products and their infrastructure.
- Consult and advise on the situation and create a proposal for next steps.
- Present findings to senior leadership and pitch proposal.
- Educate employees of the technology stack, provide the correct training and guidance, and create a stable environment for the project to progress.

Achievements

- Within 2 weeks, I was able to analyze multiple entities, using new technologies and learning the material required as I discovered it.
- At the end of the contract, I was able to present my findings and suggestions in a concise and impactful manner.

Software Developer - Goldman Sachs

July 2012- June 2014 & June 2011- September 2011 (Internship)

As an application developer within Securities Lending Technology, I worked in a global team, developing software for Operations users and supporting both client and infrastructure production issues. Projects varied from functional analysis to in-depth technical work. During my time within Securities Lending, I had the opportunity to learn new technical skills and techniques, gain valuable business skills and knowledge and further develop my interpersonal skills.

Tasks & Responsibilities

- Communication with multi-regional clients including internal Operations, Finance and Securities divisions and external clients, such as Equilend and Pirum.
- Project manage and develop regulation driven or large multi-team efforts, giving strict deadlines whilst maintaining an agile mindset and flexibility to changes.
- Solving time critical issues within market deadlines. This required a high level of user interaction, working with both internal and external clients to resolve issues in high pressure situations.

Achievements

- Coordinating a global project involving 14 teams, across multiple lines of business to implement a new asset management flow.
- Ahead of schedule delivery of government regulatory projects, working alongside compliance and government bodies.

Researcher, Astrophysics Department, University Of Nottingham

Summer 2010

Deducing and predicting the formation and evolution of galaxy clusters by using raw research data and images and analysing their concentration, asymmetry and clumpiness (CAS Parameters), helping to further understand the development of our universe. Working closely within a team of Professors and Phd students, the experience of research and my skills have been nurtured by some of the most recognised and reputable physicists in modern astronomy.

Tasks & Responsibilities

- Analysing large quantities of data with new technologies.
- Deciphering which results can be computed to reveal the history of the galaxy and presenting the data in an accurate and concise manner in both reports and verbal discussions with the department.

Achievements

- Contributing to Astronomy publications.

Extra Curricular Experience (Visit www.zoebalkwell.co.uk for more information)

Teaching Assistant, Code First: Girls

February 2015 – Present

Code First: Girls is a charitable organisation that provides technology education to young women who want to develop their skills. Helping a class of 35 young women develop and release their first websites. Assisting with the teaching of HTML and CSS and providing support and help to students from all academic backgrounds.

Goldman Sachs:

Chairperson, NAPA and Intern Committee, February 2013 – June 2014

Organise all aspects of the network, including chairing meetings and planning events and training, Coordinating over 1700 hours of peer taught technical training per annum. Partnering with other Goldman Sachs Networks to enhance the Intern and New Graduate experience through panel sessions, coding competitions, networking events and MD round tables.

Recruiting Pillar, Women in Technology Network, Oct. 2013 – June 2014

Collaborating with a group to encourage female applications and retention within the technology division. I focus on organising University recruitment and intern events, including coordinating with Managing Directors for informal Q&A Sessions.

Warwick Graduate Recruiting, October 2013 – June 2014

Working within a small group to increase the applications from Warwick University and improve Undergraduates' understanding of Technology at Goldman Sachs.

Interests

Technology Community – Weekend Hackathons, Y-Combinator Start-Up School, Tech Summits and meet ups, Electronics and hardware.

Sports – Ladies Squash Captain (University of Warwick), Caving, Shooting (Marksman), Flying (Light aircraft and Gliders), Assault Courses

Royal Air Force Cadets (2003-2009) – Head of Worksop College CCF Contingency, Leadership Courses, Gliding Scholarship.