

## Work Experience

### *Project Management – J.P. Morgan*

- Managed projects life cycle inclusive of project scope, critical milestones, sourcing requirements, implementation checklists and stakeholder/technology activities
- Exceeded expectations by leading status calls with senior leaders, while simultaneously updating JIRAs and taking meeting minutes
- Transformed the monthly production parallel and UAT testing trackers by streamlining the tasks and integrating multiple projects reducing maintenance, review time and any potential for defects

### *Regulatory Reporting – J.P. Morgan*

- Served as subject matter expert in preparing and reviewing Call/SEC/Y9C reports filed with regulatory agencies
- Streamlined processes by developing and maintaining control procedures and edit checks to ensure the integrity of reported financial results
- Performed quarter-over-quarter variance analysis and investigated threshold breaches. Ensured that appropriate explanation was provided for any breach in threshold

### *Supply Chain Management – Johnson & Johnson*

- Responsible for budget to actuals balancing for departments and delivered the analysis to management to implement in their business plans
- Gathered and presented production efficiency data to plant managers on a weekly basis, which in turn helped them improve their production by 25%
- Completed monthly journal entries and audit reports while managing budgets and business partner relationships on a daily basis

### *Business Analysis – Temple University*

- Analyze over 7,000 department WordPress sites for content quality
- Test new WordPress features and plugins
- Provide technical help to faculties/students for WordPress related issues
- Assist the department in installing/upgrading computers and office equipment's

### *Infrastructure Engineer – FIS Global*

- Help with the management of the network environment
- Work on various platforms and operating systems as well as trouble shoot outdated equipment that is currently being used by our customers
- Work with FIS purchasing department to order and deploy equipment as required by customers
- Install, modify, and repair computer hardware and software

## Skills

- Project Management, Financial Analysis, Financial Reporting, Business Analysis
- Excel, Microsoft Office, SOX, CDGL, WCP, GEMS, ERA, WordPress, SQL (beg.), Python (beg.), Agile Framework, JIRA, FRI