

Nina Codeacova

EDUCATION

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Master of Business Administration, May 2015

Concentration: Financial Management

-ACG Private Equity / Investment Banking Cup Finalist – Fox Representatives in ACG Case Competition

-Relevant coursework: Financial Management, Financial Modeling, Financial Statement Analysis,

Financial Accounting, Accounting for Managerial Decisions, Quantitative Methods for Business

-Recipient, Dean's Tuition Scholarship

-Member, Financial Management Association

THE ACADEMY of ECONOMIC STUDIES, Chisinau, Moldova

Master of Business Administration, Awarded June 2010

Bachelor of Business Administration, Finance and Banking, Awarded June 2008

EXPERIENCE

GRAMERCY PROPERTY TRUST, Jenkintown, PA

Accounts Payable Associate

August 2011 – July 2013

- Provide general accounting support for real estate and property management firm with 900+ commercial and industrial properties
- Coordinate general ledger and other entries for more than 100 invoices per day including assisting with bank reconciliation and other accounting functions
- Assist with all invoicing functions and resolve vendor billing discrepancies

JACKSON HEWITT TAX SERVICE, Philadelphia, PA

Tax Return Preparer

January 2013 – April 2013

- Prepared federal and state individual income tax returns using electronic filing software

BUSINESS & FINANCE CONSULTING, Chisinau, Moldova

Recruitment Officer

April 2009 – May 2011

- Handled the recruitment functions for a Zurich based consulting firm specialized on advising financial institutions in emerging markets in the field of MSME (micro, small and medium enterprises) lending
- Recruited experts for international donor funded projects for EBRD, IFC, KFW, USAID, EFSE, ADB
- Assisted BFC with redefining a recruitment strategy that reduced recruitment time by 20%

Project Assistant

January 2009 – March 2009

- Assisted experts in drafting technical and financial proposals for project tenders
- Supervised and provided backstopping for projects accounting

VICTORIA BANK (The First Commercial Bank in Moldova), Chisinau, Moldova

Commercial Lending Summer Analyst

May 2008 – September 2008

- Screened and interviewed prospective clients, analyzed their financial and operational performance including leverage, sources of repayment, cash flow, and ability to service debt
- Conducted qualitative analysis to identify all risks and develop the appropriate repayment schedule
- Monitored loan agreements for covenant compliance
- Determined client needs and identified potential cross-sell opportunities for other Victoria Bank products and services
- Performed regular monitoring of the loan portfolio

PEDERSEN & PARTNERS, Chisinau, Moldova

Head of Client Relationship Center Operators Unit

February 2008 – January 2009

- Coordinated and controlled the work of a group of 10 CRC Operators in a leading international executive search firm, operating 50 wholly owned offices in 47 countries
- Trained new employees in a variety of functions

Client Relationship Center Operator

November 2007 – January 2008

- Gathered data about companies and executives and performed data input by codifying information
- Prepared drafts of reports and proposals for clients

ADDITIONAL: Russian – fluency | Romanian – fluency | French – basic

JD Edwards, Citrix, Stellent, Lotus Notes | Ballroom dancing