Daisy Chen

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# Objective

- a financial analyst looking for an opportunity where I can apply my three years of experiences for financial reporting and budgeting skills

## B.S. Business Administration / The Ohio State University

Specialization: Finance (Investment)

Graduation May 2015

# Experience

## Ultimus Fund Solutions

### Financial Analyst / January 2016 - Current

- Prepare quarterly, semi-annual and annual financial reports for assigned funds to ensure accuracy and proper disclosure (SEC filing)

- Prepare fund expenses budgets and identity budget issues

- Create and monitor disbursement journals for each fund for budgeting purposes

- Analyze mutual fund monthly performance

- Monitor expense accruals for each fund against contractual expense limitation agreements

- Coordinate expense payments for clients with Custodians

## Sephora Inside JCPenney

*Product Consultant / July 2018 – Current*

- Focus on operation activities including loss prevention and maintain store cleanliness

- Provide clients with beauty consultations

## Huntington Bank

*Trust Specialist / August 2015 – January 2016*

- Responsible for N-CSR and N-Q filing (SEC required filing)

- Prepared quarterly, semi-annual, and annual financial reports

## Pillar Technology

*Finance Intern / June 2014 – January 2015*

- Reviewed all invoices for appropriate documentation and set invoices up for payment

- Tracked expenses and process expense reports

- Monitored accounts and maintain vendor files

## Skills

- Languages: Mandarin (Fluent) and Cantonese (Fluent)

- Computer: Quick Book and Microsoft Office, Sungard, Confluence

- Interpersonal, Organizational, Positive Attitude and enjoys working in a team environment