

MARGO WHITMAN

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— FINANCIAL & OPERATIONS ANALYST —

10 years of manufacturing industry experience

Expertise in: financial analysis, process development, system improvements, and technical administration.

Effective communicator & negotiator adept at collaborating with regulatory agencies, clients, vendors, and cross-functional teams at all levels. Results-oriented leader able to develop solutions that increase efficiencies, streamline processes, enhance quality, and improve reporting; apply excellent independent judgment and decision-making skills. Skilled analyst able to conduct advanced quantitative analysis and data evaluation—maintaining 100% accuracy and excellent attention to detail. **KEY COMPETENCIES INCLUDE:**

- Customer Relations
- Risk Assessment
- Financial Statement Analysis
- Research & Writing
- Financial Modeling
- Valuation Analysis
- Asset Allocation
- Financial Projections

PROFESSIONAL PROFILE

COMPANY ONE; City, ST; 2009 – Present

OPERATIONS ANALYST

Train team in market platform, market data quality reviews, and report production. Provide production support. Develop and manage data quality monitoring tools and processes. Monitor daily futures prices and create reliable data stream. Improved issuer hierarchies and data quality by correcting internal systems faults.

- Enabled data quality reporting focus and identifications of corrections required for production environment.
- Implemented market data initiative to establish necessary vendor controls, eliminate redundancies, and enhance efficiency.
- Improved data exception process by creating new control reports based on statistical tolerances.

COMPANY TWO; City, ST; 2003 – 2009

OPERATIONS SPECIALIST

Served as subject matter expert for all questions regarding analytics, currency, and holdings. Created portfolio data reports—providing vital data for training, quantitative research, and valuations. Reconciled holdings and transactions. Enabled IT department and front office to generate and analyze data as well as resolve issues, increase capabilities, and improve efficiencies.

- Created process via Excel, Portia, and Bloomberg to track and report daily market value of FX forwards and spot transactions. Collaborated with IT to develop and implement system and workflow process.
- Improved reliability and timeliness of front-office data delivery while maintaining high data quality;

Previous Experience:

Portfolio Assistant; COMPANY THREE; City, ST; 2000 – 2003

Service Analyst; COMPANY FOUR; City, ST; 1998 – 2000

EDUCATION

Bachelor of Science in Organizational Finance

UNIVERSITY; City, ST

Graduated cum laude