**Dechert LLP *Financial Coordinator***

**Candidate 81219**

City Personnel | (401)331-2311

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**Experience**

**UN Institute for Disarmament Research (UNIDIR)** Remote

***Brown University Student Project Consultant*** January to April 2022

* Analyzed nuclear state issued doctrines and official statements relating to attacks in outer space (e.g. satellite incapacitation), to create a visual representation that UNIDIR staff will use for their research on nuclear risk reduction
* Researched pathways for which outer space activities potentially increase risk of terrestrial nuclear weapon use, to improve understanding of the gravity and urgency of the state of affairs
* Recommended policies and tools to propose to member states and international bodies, to reduce the risk of nuclear weapon use as a result of outer space incidents

Philadelphia, PA

August 2019 to May 2021

* Analyzed the monthly and quarterly expenses of the Research Services department, to maximize efficient spending on resources that enabled the attorneys to have the most extensive information to best represent their clients
* Reviewed invoices for the Research Services and IT departments in a timely manner, to avoid service interruptions and to facilitate high availability of vital resources and software
* Collaborated with the Research Services team and office managers worldwide, to develop the upcoming year’s budget for the Research Services department in a way that guides financial investment based on ROI

**Kroll / Duff & Phelps** Philadelphia, PA

***Financial Investigations Co-op*** April to September 2018

* Managed the intake, inventory, and initial review of over 13,000 documents from three separate law firms in support of a court-ordered forensic review of fraud allegations in a Southern District of New York suit
* Developed a multi-year bank activity master list that enabled the identification of the source, destination, and ultimate purpose of specific transactions
* Assessed vendor invoice payment process onsite for a client to investigate potential fraud within the organization
* Analyzed all paper & digital police department data to identify inappropriate “double dipping” payments to officers

**gold Youth Development Agency** Cape Town, South Africa

***Human Resource Co-op*** July to September 2017

* Participated in and documented mock interviews for 7 program graduates applying for jobs – all were offered jobs
* Developed ideas for promoting wellness and culture, including working on a template for an internal blog
* Researched labor laws or employment acts for countries where **gold** is implementing its program

**Europeum Institute for European Policy**

***Project Assistant Co-op***

Prague, Czech Republic

April to June 2017

* Methodically uncovered 600+ contacts to reach international students as prospective attendees in the academic program and created individually targeted personalized emails – including some in Arabic – for each contact
* Transcribed interviews between EU delegates and a researcher at Europeum who analyzed EU communication channels
* Volunteered to help the understaffed reporting team at the Prague European Summit by taking notes at the discussion panels

**Chubb Limited** Philadelphia, PA

***Data Management Co-op*** March to September 2016

* Analyzed reports looking for discrepancies and unusual patterns to ensure that background queries and data sources were correct and then conveyed the findings to the management
* Created Excel macros to produce standardized reports in a more efficient way
* Helped in the recruitment process by looking at resumes and participating in interviews to hire another co-op student

**Education**

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**Brown University**, Watson Institute, 3.88 GPA Providence, RI

Master of Public Affairs May 2022

**Drexel University**, Magna Cum Laude with 3.77 GPA Philadelphia, PA

Bachelor of Arts in Mathematics; Minor in Global Studies June 2019

Honors Program, Pennoni Honors College

**Skills**

*Application Platforms*: Salesforce.com, WordPress, MS Office, Basware Verian, Elite, QGIS, Vensim

*Programming Languages*: C++, SQL, VBA