

OLIVIA SMITH

Capital Funds Analyst

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PROFESSIONAL SUMMARY

Experienced Capital Funds Analyst with a decade of expertise in financial modeling, portfolio analysis, and risk assessment. Skilled in utilizing data analytics to inform investment strategies and enhance fund performance. Proven ability to streamline fund operations, ensuring compliance and optimizing returns while driving strategic financial decisions.

WORK EXPERIENCE

Capital Funds Analyst

📅 Feb / 2019-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Analyzed and interpreted financial data to assess fund performance and inform investment decisions.
2. Developed and maintained financial models to project asset performance and support portfolio management.
3. Conducted thorough reconciliations to ensure compliance with regulatory standards and internal procedures.
4. Prepared detailed reports for stakeholders, highlighting key performance indicators and market trends.
5. Collaborated with cross-functional teams to enhance fund operations and optimize investment strategies.
6. Monitored market conditions and assessed their impact on fund performance, making recommendations for adjustments.
7. Managed investor communications, providing insights and updates on fund activities and performance.

Fund Analyst

📅 Feb / 2015-Feb / 2019

Crescent Moon Design

📍 Portland, OR

1. Oversaw day-to-day management of investment funds, ensuring accurate pricing and compliance with regulatory requirements.
2. Executed daily NAV calculations for multiple funds, maintaining accuracy and timeliness.
3. Conducted daily market assessments to inform trading decisions and portfolio adjustments.
4. Developed and implemented processes for improved fund performance tracking and reporting.
5. Coordinated with external partners to evaluate investment opportunities and assess risks.
6. Facilitated training sessions for junior analysts on fund operations and financial analysis techniques.

EDUCATION

Master of Business Administration

📅 Feb / 2012-Feb / 2015

University of Chicago

📍 Phoenix, AZ

Focused on Finance and Investment Management.

SKILLS

Advanced Excel For Financial Modeling



Financial Reporting Tools



Crm Systems



Client Relationship Management



ACHIEVEMENTS

- ★ Developed a comprehensive financial model that improved investment return projections by 15%.
- ★ Implemented a new reconciliation process that reduced errors by 20%, enhancing compliance.
- ★ Created a detailed market analysis report that informed strategic investment decisions and increased fund performance.