

Amber Baldet

Brooklyn, NY
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PROFESSIONAL EXPERIENCE

OLD LANE LP (CITIGROUP ALTERNATIVE INVESTMENTS)

02/08 - 01/09

Business Analyst

NEW YORK, NY

- Worked within a small, high-level team focused on reengineering the hedge fund's business processes and IT infrastructure to increase efficiency, reliability, and accuracy by utilizing best-in-class technology solutions. Under this team's direction, Old Lane decreased the days to NAV production from 120+ to 30 while simultaneously reducing man-hours worked throughout the operations team, the number and duration of daily trade breaks, and overall operating cost of the firm.
- Combined functional and business requirements to create technical Business Requirements Documents, including gap analysis, use case development, and process flow diagramming for both in-house and vendor supported systems. The main projects undertaken dealt with a robustly monitored, message-based, source agnostic architecture that allowed intraday, straight-through trade processing between front and back office systems.
- Managed the deployment of an upgraded release to the integrated bug-tracking, project management, and knowledge sharing system. Configured system flow to reflect the company's SDLC process, wrote end-user documentation and escalation procedures, and performed team training.
- Assisted lead Project Manager in resource allocation, daily goal tracking, scope management, and consensus building.
- Developed new suite of MIS reports and automated their generation. Wrote and maintained executive level reports distributed to Old Lane and Citigroup management, including abstracts and executive summaries.

BLACKWIRE LLC

11/05 – 02/08

Consultant

BOCA RATON, FL

- 50% founding partner & owner of profitable, successfully operating and growing IT consulting small business focusing on the financial sector's specialized security, uptime, and business continuity needs.
- Conceptualized and built custom web-based applications to suit a spectrum of client needs.
- Helped businesses from varied sectors understand the best ways to use the internet to serve their in-house needs, draw in new business, and remain relevant in the quickly changing technological landscape.

AVALON RESEARCH GROUP, INC.

05/02 – 11/05

Business Analyst / Data Management Systems Developer

BOCA RATON, FL

- Designed, coded, tested, and deployed a database-driven, Operations and Accounting web application, used company-wide as a reconciliation engine. The system resulted in an 80% increase in efficiency for daily revenue management and a more informed pattern of commission disbursement.

Operations / Client Relations Manager

- Developed interactive charts and statistical tools for intra-firm financial analysis and projection, as well as compensation analytics and new product viability modeling.
- Reconciled daily trading activity with clearing brokers, prepared daily commission reports, cash flow statements, and month end reconciliation reports. Liaised between Compliance, Accounting, Operations, and Trading.
- Coordinated team of six institutional brokers' prospecting and account management efforts. Designed marketing documents and presentations. Relationship building for the firm's largest clients.

Competitive Intelligence Analyst / Administrative Assistant (Internship)

- Gathered and distilled competitive intelligence on industry peers. Personal Executive Assistant to Avalon Research Group C.E.O.

EDUCATION & LICENSES

UNIVERSITY OF FLORIDA, Gainesville, Florida

Bachelor of Liberal Arts, Magna Cum Laude, 2003

Major Economics, Major Political Science. Specialization Certificate in International Relations

PROFESSIONAL LICENSES

- Series 7 & 63 – NASD Registered Representative (Received Jun 2003, expired Oct 2007)

TECHNOLOGY

SOFTWARE & PROGRAMMING

- Microsoft Visio, Project, PowerPoint, Outlook, Word.
- Excel – Advanced formulas, charting, and data referencing. Real-time DDE linking with Bloomberg/Thompson One.
- Adobe Photoshop & Illustrator – Multi-layer image design and manipulation; Adobe PDF Form creation.
- Front-end web-based user interface (UI) design and development; back-end MySQL database creation and management.
- PHP, (X)HTML, and cross-browser CSS coding.
- Additional Knowledge: Quickbooks, Microsoft Project, BigDough, SalesLogix, Bloomberg, Atlassian Jira, Confluence and MediaWiki. Web 2.0 Social Media systems. Business analysis involving Sophis, Advent Geneva, and various market data feeds (Bloomberg, Markit, etc).