



MICHAEL ANDERSON

Clearing Operations Analyst

Dynamic finance professional with an extensive background in clearing and settlement operations, showcasing a strong ability to navigate the complexities of financial transactions. Known for a methodical approach to problem-solving and a commitment to compliance and operational efficiency. Expertise in developing and implementing robust processes that enhance transaction accuracy and reduce risk exposure.

WORK EXPERIENCE

Clearing Operations Analyst

2020-2023

Vanguard Financial Group

- Analyzed transaction data to support clearing and settlement operations.
- Monitored compliance with regulatory requirements and internal policies.
- Collaborated with trading teams to resolve settlement issues efficiently.
- Developed reports to track operational performance and compliance metrics.
- Participated in process improvement initiatives to streamline operations.
- Provided training sessions for staff on compliance and operational procedures.

Settlement Coordinator

2019-2020

NextGen Investments

- Coordinated daily clearing activities for various financial instruments.
- Ensured timely resolution of discrepancies to maintain operational integrity.
- Utilized advanced software for tracking and reporting on settlement processes.
- Engaged with clients to enhance satisfaction and resolve queries.
- Assisted in the preparation of compliance documentation for audits.
- Monitored market developments to inform operational strategies.

ACHIEVEMENTS

- Recognized for achieving a 50% reduction in settlement discrepancies through targeted initiatives.
- Awarded for excellence in client service and operational performance.
- Successfully implemented a new reporting system that improved data accuracy.

CONTACT

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EDUCATION

Bachelor of Business Administration - University of Pennsylvania

2014

2016-2020

SKILLS

- data analysis
- operational compliance
- transaction oversight
- client relationship management
- process improvement
- training and development

LANGUAGES

- English
- Spanish
- French