[redacted]

New York, NY | [redacted] | [redacted] | [redacted]

PROFESSIONAL SUMMARY

Fund operations analyst with experience in loan administration, quarterly reporting and borrower data. Interested in moving into a private-credit analyst role. Good attention to detail, strong Excel skills and experience working with accounting and investment teams.

EMPLOYMENT

Harborline Credit Management New York, NY
Fund Operations Analyst January 2023 - Present

- Help maintain reporting for a direct-lending portfolio with approximately $1.2 billion of exposure and 26 borrowers.
- Collect borrower financial statements, update covenant templates and check calculations against the lender reporting requirements. Send missing items and exceptions to the investment team.
- Reconcile loan balances, interest and cash movements against administrator records. Help with quarterly investor reporting.
- Built an Excel tracker for statement delivery and covenant reporting dates. Follow up with internal teams about outstanding information.
- Worked on a 2026 reporting-template update that standardized the source-document references and review checklist.

Northbridge Fund Services Jersey City, NJ
Fund Accounting Intern June 2021 - August 2021

- Supported monthly reconciliations for private fund clients, including cash activity and expense allocations.
- Prepared backup schedules for accountant review and helped organize documents for the year-end audit.

EDUCATION

Baruch College, City University of New York New York, NY
B.B.A. Finance May 2022
GPA: 3.61 / 4.00. Relevant courses included Credit Analysis, Financial Accounting, Corporate Finance and Investments.

Member of the Finance and Economics Society.

CREDIT TRAINING PROJECT

Illustrative middle-market borrower case
Independent credit-analysis project 2026

- Built a debt-service and liquidity model for a fictional $45 million facility. Looked at cash generation, interest coverage and downside assumptions. Drafted a short memo describing the risks and questions to investigate.

SKILLS AND INTERESTS

Excel, loan administration, reconciliations, quarterly reporting and covenant data. Familiar with financial-statement analysis through coursework and independent study. Interests: distance walking, cooking and museum exhibitions.