

# Nicola Brown

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## Education

**Howard University School of Law, J.D. Candidate May 2014**

Activities: Phi Alpha Delta, Legal Fraternity

**York College, B.A. in Political Science, September 2009**

Minor: Economics

Honors: Dean's List- Spring 2004, Fall 2004 and Fall 2008.

Activities: York College Award in Outstanding Sportsmanship in Swimming and Diving, Winter 2004  
York College Scholar- Athlete in Women's Division Swimming and Diving, Winter 2005

## Experience

**Pomerantz Haudek Grossman and Gross, LLP** New York, NY

03/10- 11/10

*Institutional Investor Relations Director. Contract Position*

- Implemented firmwide accounting and document management system on SharePoint supported via SQL server
- Developed quarterly reports and new case press releases; tracked and analyzed institutional statements
- Planned and participated in shareholder meetings and press conferences regarding corporate governance
- Managed company external web page and responded to support inquiries
- Responded to public relations inquiries about the firm

**Innovest Systems LLC, New York, NY**

02/08-09/09

*Business/Production Analyst*

- Produced real time solutions to user issues via software manipulation and technical assistance
- Analyzed institutional banking platforms by gathering business requirements through client interviews and process documentation
- Helped to keep track of and remove bugs in any new systems before product release
- Monitored and provided production support via the company's support email and contact number
- Interacted with software developers to create tables in the oracle database to optimize company codes and customize software for our various clients

**CitiGroup, New York, NY**

09/06-02/08

*Financial Associate Promoted to Treasury Operations Associate*

- Reconciled various foreign currency accounts such as the master Euro account
- Managed operation of pending and trade settlements for the master bond and equities accounts
- Prepared SWIFT settlement instructions of trades before settlement dates
- Gathered necessary information and prepared various regulatory financial reports
- Assisted clients with banking transactions including making deposits, withdrawals, and other financial services
- Maintained compliance by verifying that legal documents associated with transactions were within federal mandates
- Performed upgrades to client banking packages that resulted in improved client relationships and increased revenue
- ***Received CitiStar Award for Outstanding Customer Service, March 2007***

## Skills

- Extensive knowledge of Microsoft Office applications; Word, Excel, Outlook, PowerPoint and Visio
- Detailed SQL, Sales Force CRM and client database manipulation
- Knowledgeable in banking compliance policies and procedures such as KYC, Reg D, Bank Secrecy Act/ Anti Money laundering and other Federal regulations
- Mac Computer Systems: OSX, Panther
- B-LAW Bloomberg Systems