

TARA MACIOG
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[REDACTED]
203-915-1133

Education:

Trinity College: Hartford, CT May 2005
Bachelor of Arts in Art History
Architectural Studies Minor
Cumulative GPA: 3.0

Choate Rosemary Hall June 2001

Experience:

Bank of New York Mellon: Brooklyn, NY Jan 2008- Present
Senior Mutual Fund Accountant:

- Responsible for a verification of assets, cash and units, by producing formal reconcilements between Enterprise accounting system and the custodian to determine accurate fund net assets and net asset value.
- Processed daily trade activity and verified daily transactions.
- Calculated daily expenses.
- Researched all share and cash breaks and worked to resolve them in a scheduled timeframe.
- Responded to daily client inquiries in a timely manner.
- Prepared daily NAV reporting for the client.
- Prepared documents for internal and external year end audits.
- Worked with various products including equities, bonds, swaps, options, FX, mortgages, and futures.
- Worked with fund types that include stand alone, master- feeder, fund of funds, and private equity.
- Trained new staff on all accounting functions.

State Street Corporation: Boston, MA
Senior Associate Mutual Fund Accountant:
Associate Mutual Fund Accountant:

June 2007- Nov 2007
Nov 2005- June 2007

- Completed manual account reconcilements both weekly and monthly
- Performed a daily reconciliation of cash and positions using TLM.
- Also reconciled hedge fund accounts monthly.
- Carried out all quality control requirements in preparation for an in-house and external audit.
- Interacted with the client and senior management on a daily basis.
- Investigated and resolved queries regarding the clients' monthly statements and assisted in opening new accounts.
- Coordinated with other operations groups to trouble shoot issues and ensure that the clients' statements went out on time.
- Prepared material for client meetings and weekly conference calls.
- Trained new staff on all reconciliation functions.
- Supervised quality, performance and workflow of junior staff to meet client timing and quality requirements.

Skills:

Computers: Experience with Global Plus, Invest 1, Enterprise, Workbench, TLM, Excel, Word, Bloomberg and Power Point

Activities and Interests:

Rowing, running, skiing, and triathlons
Varsity Crew Team, Trinity College: 2001-2005
2005 New England, ECAC and NCAA Champions
2004 NCAA Finalists
2003 New England Champions and NCAA Finalists
Varsity Crew Team, Choate Rosemary Hall: 1998-2001

References Furnished Upon Request