Romero, Jane Ruth Lim

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TECHNICAL SKILLS

Basic Web Development using HTML, CSS, MySQL, JavaScript, JQuery and Laravel Framework with focus on PHP

Financial product familiarity with focus on futures, option, equities, swap and debt securities

Bloomberg, Reuters and other vendor terminal navigation.

WORK HISTORY

Associate – Market Data Business Group
Citco International Support Services Limited-ROHQ
January 2018 – Present

Manage local staff, perform reviews of staff and report into VP/SVP

Identify training needs of the Analysts

Drive improvements and give feedback to the Analysts

Involve in client calls, meetings, reviews and visits as requested by AM / Manager/ Senior Manager / other designated officer

Observe individual transactions or monitor to find out best practices and improvement opportunities

Perform daily Administration tasks

Troubleshoot daily issues that arise regarding market data and Citco's system application of that data

Analyze and correct anomalies in both vendor provided data as well as customer provided data

Recognize patterns of issues and create requests to the IT staff for solutions

Gather requirements from clients for and work with development on projects relating to market and instrument data, particularly new instruments coming to market

Work as liaison for clients with Citco Data Services Helpdesk, the group that actually adds securities to the Citco system

Senior Market Data Analyst – Market Data Business Group
Citco International Support Services Limited-ROHQ
April 2016 – December 2017

Support training needs of the Analysts

Drive improvements and give feedback to the Analysts

Troubleshoot daily issues that arise regarding market data and Citco's system application of that data

Analyze and correct anomalies in both vendor provided data as well as customer provided data

Recognize patterns of issues and create requests to the IT staff for solutions

Gather requirements from clients for and work with development on projects relating to market and instrument data, particularly new instruments coming to market

Work as liaison for clients with Citco Data Services Helpdesk, the group that actually adds securities to the Citco system

Compensation Data Analyst – Pay/Governance Data Team
ISS | Institutional Shareholders Services
November 2014 – April 2016

Study, analyze and parse latest Proxy Statements released by client companies through SEC

Analyze and parse global executive compensation profiles used by clients to benchmark their data to other leading companies

Study and analyze different peer groups, outliers and significance to client needs

Provide a 5-year Executive Equity Plan Benchmarking outlined from the latest Proxy Statements (DEF-14A)

Analyze and parse company's Pay-for-Performance Model benchmarked to their peers

Senior Analyst – Derivatives
State Street HCL Services
August 2013 – November 2014

Identify training needs of the Analysts

Drive improvements and give feedback to the Analysts

Do metric gap analysis and define action plans

Raise red flags timely when process quality does not meet SLA and may lead to client escalations

Involve in client calls, meetings, reviews and visits as requested by AM / Manager/ Senior Manager / other designated officer

Observe individual transactions or monitor to find out best practices and improvement opportunities

Support Training team by identifying areas of training

Raise quality awareness through formal and informal trainings on various aspects •

Conduct training and coaching sessions for agents / new hires, on process and quality parameters

Provide inquiry and operational support to internal and external clients on complex, high risk asset servicing functions.

Perform operational tasks as necessary.

Track and conduct research using internal and external sources to respond to, and resolve, complex inquiries and issues.

Maintain accurate records of research, follow up and client interaction.

Liaise with the operations teams to solve processing problems. Identify the need for escalation of issues.

Proactively identify service issues with client facing impact and bring them to the attention of appropriate parties for resolution.

Provide training and guidance to less experienced Client Service Representatives.

Initiate communication to clients on complex asset servicing matters.

Equity Research Analyst – IFRS
FactSet Research Systems
July 2011 – July 2012

The primary role of an analyst is to produce error free data within a specified time frame.

The raw material is available to the analyst in the form of financial reports & statements of the companies, press releases and news statements. The analyst will be responsible for the interpretation, analysis & updating of financial related data on publicly traded companies from various sources.

Provides accurate and reliable demographic and statistical financial market data to internal database/ and to internal/external clientele.

Focus on ensuring the integrity of the company's financial market information.

Fulfills the research/analytical/ market study needs required/ requested by the external clients in order to procure and retain future and current business.

Supports clients on data queries.

Supports company's descriptive data like Business summary and other Textual information.
The job also involves reporting & maintenance of record of work done.

EDUCATION

Tuitt Incorporated – Coding Bootcamp Philippines
IT Coding Bootcamp, Web Page, Digital/Multimedia and Information Resources Design
Graduated, May 2018

La Consolacion College Manila
Bachelor of Science in Accounting
Graduated, May 2013

University of Santo Tomas
Bachelor of Science in Management Accountancy
Graduated, April 2011