

ZaydKirk

Investment Trade Support Specialist, Portfolio Data Operations

📞 610-555-4927 ✉️ zayd.kirk@example.com 💼 linkedin.com/example/zaydkirk 📍 King of Prussia, PA 19406

SUMMARY

Investment operations specialist with six years of experience supporting **portfolio administration**, trade readiness, investment data quality, valuation review, and daily market operations. Reconciles investment positions, portfolio inputs, market data, and custodian records across operating systems. Investigates exceptions through **root cause analysis**, evaluates effects on **portfolio positioning**, and escalates operational risks before trading activity. Coordinates with portfolio managers, traders, relationship managers, custodians, and internal data partners on time sensitive issues. Maintains dependable data delivery through validation controls, issue tracking, and process improvements. Supported modernization work that standardized **investment data** workflows and improved operational visibility. Ready to help Stonebridge Investment Partners protect data integrity, strengthen trade readiness, and give investment teams timely information for sound portfolio decisions.

EXPERIENCE

Senior Investment Operations Analyst

Keystone Portfolio Services 📅 January 2024 - Present 📍 Conshohocken, PA

Leads daily portfolio administration and data readiness across **investment operations** workflows. Supports portfolio managers and trading teams by validating records, resolving exceptions, assessing risk, and improving delivery controls.

- Reconciled positions, valuations, and **market data** across systems before critical trading workflows.
- Traced recurring portfolio exceptions through **root cause analysis** with custodians and data partners.
- Modeled data discrepancies against portfolio positioning and escalated **trade readiness risks** before execution.
- Maintained issue records that guided control enhancements for recurring operational weaknesses.
- Standardized validation steps during modernization work, improving dependable investment data delivery.
- Coordinated **portfolio administration** updates among traders, **portfolio managers**, and internal operations teams.

Investment Trade Support Analyst

Liberty Market Operations 📅 September 2020 - December 2023 📍 Philadelphia, PA

Supported daily investment operations for portfolios requiring accurate transaction, position, valuation, and market information. Served investment teams and relationship managers through **reconciliation**, exception analysis, readiness reporting, and timely issue escalation.

- Reconciled internal positions and transactions against custodian records before downstream portfolio use.
- Validated **market data** feeds, isolating missing records and inconsistent values for resolution.
- Documented unresolved breaks with clear escalation details for **investment operations** stakeholders.
- Prepared daily readiness summaries that clarified open issues for **relationship managers** and **traders**.
- Analyzed recurring exceptions to separate source data defects from processing failures.
- Provided portfolio issue status updates that kept investment teams aligned during active workflows.

PROJECTS

Portfolio Data Validation Modernization 📅 September 2026

Partnered with operations and data teams to standardize validation steps across portfolio workflows. The work created clearer issue ownership and more dependable delivery for trading decisions.

Custodian Reconciliation Control Review 📅 December 2023

Reviewed custodian breaks with investment operations colleagues, tracing recurring causes and documenting practical resolution paths. Findings supported cleaner records and more consistent escalation.

LEADERSHIP & AWARDS

- Recognized by investment operations leadership for dependable handling of time sensitive portfolio data issues.
- Selected as a trusted escalation partner for recurring reconciliation breaks and trade readiness concerns.
- Praised by internal stakeholders for clear daily communication during active portfolio administration workflows.

EDUCATION

Bachelor of Science in Finance

Temple University 🎓 GPA: 3.5 📅 2020 📍 Philadelphia, PA

Coursework: Investment analysis, portfolio management, financial markets, accounting

CERTIFICATIONS

- CFA Institute Investment Foundations 📅 2024
- Bloomberg Market Concepts 📅 2022

TECHNICAL SKILLS

- **Portfolio Operations:** Portfolio administration, trade support, trade readiness
- **Investment Data:** Investment data, portfolio data, market data
- **Reconciliation:** Position reconciliation, transaction reconciliation, custodian reconciliation
- **Valuation Controls:** Valuation review, pricing validation, valuation exceptions
- **Data Quality:** Data validation, record integrity, data availability
- **Risk Management:** Operational risk, trade readiness risk, risk escalation
- **Issue Analysis:** Root cause analysis, exception investigation, issue resolution
- **Portfolio Analysis:** Portfolio positioning, impact modeling, trend analysis
- **Stakeholder Systems:** Custodian coordination, relationship management, internal operations
- **Process Controls:** Control enhancement, defined procedures, issue tracking
- **Data Delivery:** Data feeds, downstream delivery, system validation

SKILLS

- | | | | |
|----------------------------|--------------------|-------------------------|--------------------------|
| • Investment operations | • Investment data | • Trade readiness | • Control enhancement |
| • Trade support | • Market data | • Portfolio positioning | • Custodian coordination |
| • Portfolio administration | • Reconciliation | • Root cause analysis | • Data validation |
| • Portfolio data | • Valuation review | • Operational risk | |

PROFESSIONAL AFFILIATIONS

- CFA Institute, Investment Industry community participant.
- CFA Society Philadelphia, finance professional member.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST