

Dylan Brown

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EDUCATION

San Diego State University

Aug. 2015 – Aug. 2018

Bachelor of Science, Business Administration – Finance

San Diego, CA

- Relevant Coursework: [Financial Statement Analysis, Corporate Finance, Managerial Economics, Investments]

San Diego Community College District

Aug. 2013 – May 2015

Courses for transfer

San Diego, CA

- Honors: Dean's List 2014 & 2015

WORK & EXPERIENCE

The Vanguard Group

May. 2019 – Current

Brokerage Professional

Scottsdale, AZ

- **Client Onboarding**
Help coordinate and manage the account opening and transition process
- **Account Maintenance**
Provide basic financial information relating to securities and cash transfers, required minimum distributions, taxes, and other pertinent information
- **Customer Service**
Serves customers in a caring, effective, resolution-based manner while utilizing both excellent written and verbal communication

Arclight La Jolla

Aug. 2015 – Aug. 2017, Nov. 2018 – May. 2019

Crew Lead

San Diego, CA

- **Inventory Reconciliation**
Minimized variance through procurement of reliable forecasts, updating and reporting to the company's ERP system, as well as organizing invoices.
- **Cash Reconciliation**
Supported the manager with closing cash procedures including register balancing, verification of cash drops and investigation of the final count to identify potential discrepancies. Required strong attention to detail.
- **Film Programming**
Generated forecasts for film sales and attendance on a weekly basis through the use of excel

LICENSES & EXTRACURRICULARS

- **Securities Essentials Exam (Credential ID T00368646)**
Passed the FINRA issued exam demonstrating a working knowledge of fundamental securities concepts
- **Financial Statement Analysis**
Conducted an in-depth analysis of VF corporation through accounting statements utilizing strong excel skills and analytical research. Enhanced my understanding of the processes behind financial analyses
- **Senior Capstone Project**
Designed a global expansion strategy presentation with other students for Group PSA based on accounting journal entries and financial reports. Relied on strong written communication and presentation skills as well as time management to meet deadlines for various parts of the project
- **Finance & Investment Society**
Participated in and planned events with a community of students to engage more in financial concepts