

# Dylan Brown

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## EDUCATION

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### 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

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### The Vanguard Group

May. 2019 – Current

*Brokerage Investment Professional*

*Scottsdale, AZ*

- **Business Account Services**

Assisted organizational clients with financial transactions, account specific questions, and legal documents

- **Financial Assistance**

Provided basic financial guidance relating to securities, required minimum distributions, taxes, forms, and statements. Enforced protective security measures for clients reporting fraud or account breaches

- **Group Coordination**

Coordinated with various departments within Vanguard to reach a satisfactory conclusion for investors

### 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 & SKILLS

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- **Securities Essentials Exam (Credential ID T00368646)**

- **Microsoft Office Suite**

Microsoft Word (proficient), Excel (intermediate), VBA (beginner), PowerPoint (proficient)

- **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