

Liudmila Kopaeva

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Summary

A motivated professional with strong background and experience in Finance, Banking and Economics.

Education Experience

University of California, Santa Cruz, CA Expected Graduation: June 2019
Applied Economics and Finance – Master of Science
Kemerovo State University, Kemerovo, Russia Graduated: June 2009
Management, Department of Economics - Bachelor of Science GPA: 3.89
Diploma evaluated by International Education Research Foundation on 04/25/2014
Passed security licenses examinations with high scores: *Series 6 (89%), Series 63 (94%), Life Insurance (passed)* 06/2013

Skills and Capabilities

- Abilities to create training programs and document process flows
- Advanced programming skills including Python, R, STATA, Matlab, and Latex
- Comprehension of balance sheets, income statements, legal business documentation and government compliance
- Proficient in Microsoft Office programs including Excel (Conditional Statements and Functions, Nesting Formulas, Index/Match, Vlookup, Pivot Tables and Pivot Charts, etc), Access, Word, Power Point, and Outlook
- Proficient communication skills with colleagues and clients
- Bilingual: English, Russian

Professional Experience

Accounts Payable Senior Coordinator

Curvature - Santa Barbara, CA 04/2016 – July 2018

- Performed month end closing reconciliation, adjustments and reporting, resulting in successful company policies compliance
- Processed corporate credit card charges, net payments, outgoing wire transfers and PayPal items to assist Chief Executives and other departments (HR, Sales, Supply Chain, Logistics, Operations, etc.)
- Accurate coding of invoices per company policy and reconciliations of vendor accounts to meet deadlines
- Reconciled general ledger accounts, including prepaid account and AP adjustment account to achieve debit/credit balances
- Assisted accounting management with special projects and reporting, including new employee training and new processes implementation

Personal Banker II

Montecito Bank & Trust - Santa Barbara, CA 07/2014 - 04/2016

- Performed compliance verification for new business and consumer accounts (business due diligence, credit check, collection of appropriate documentation, business status verification, etc.)
- Accepted consumer and small business loan applications; closed loans as directed by management (registered with NMLS), which resulted in the increase of net profit of the bank
- Built long-term relations with clients by providing professional resolution to inquiries and compliance related matters
- Kept up to date with federal regulations and banking ethics; served as a Notary Public to provide convenience to clients

Relationship Banker - Small Business

JPMorgan Chase & Co. – Los Angeles, CA 07/2012 - 03/2014

- Opened new accounts, performed maintenance required for existing accounts, and handled financial transactions
- Managed an assigned portfolio of customers and proactively met with them to discover their financial needs and provided product and service recommendations (i.e., investment and lending options, consolidation of accounts, etc.)
- Accurate handling of sensitive personal information to insure customer privacy and to protect the bank's reputation
- Extensive use of database software, such as Oracle and Fiserv to achieve more efficient and accurate results

Teller

JPMorgan Chase & Co. – Los Angeles, CA 02/2011 - 07/2012

- Provided exceptional customer service by demonstrating a unique personalized approach to each client
- Performed fraud prevention activities: looked for signs of elder financial abuse, fraudulent checks, unauthorized transfers, etc., which helped the company meet legal requirements and avoid losses
- Handled high volumes of cash and processed transactions accurately and efficiently to drive more revenue for the branch

Personal Achievements

- Created a Teller Referrals Training program at JPMorgan Chase resulting in the acceleration of sales growth
- Received the Gold Medal for "Outstanding Achievements in Studies" awarded by the Governor of Kemerovo Oblast