

MARLAINA L. HARETUKU

1729 N. 1st Street Unit 21114, San Jose, CA. 95112 |
619-616-0967 | Marlaina.lowen@yahoo.com

SUMMARY

Strive to always work well on both teams and independently, able to multi-task and work in a fast-paced environment. I can travel for work if needed and am a quick learner on new systems or applications. Looking to work with a great company that emphasizes employee growth and diversity. I value work-life balance and hope to lead by example for those around me.

COMPUTER SKILLS & LICENSES/CERTIFICATIONS

Software

- Various financial systems such as Wealth Management Workstation, Salesforce, FSD, CONNECT, MORCOM, Workstation. Wealth Outlook & Customized Financial Analysis.
- Proficient in all Microsoft applications: 365, Word, Outlook, Excel & PowerPoint
- Cash-handling system, check/brokerage checks deposits & client user-face platforms.
- My SQL Systems, SAS, VBA, R Console and Tableau analytics systems.

Licenses

- Series 7 & Series 66
- Health, Life & Variable Insurance

EXPERIENCE

03/2018 – Current

Administrator, *Institute for Learning Innovation*

- Maintained budgets for all 32 projects the organization worked on, prepared monthly financials and contract billing statements.
- Created and proposed a new employee handbook, processes and procedures for internal controls, and assisted with the organization's first non-profit audit.
- Worked with employees to ensure their timesheets were completed on time and were correct, then proceeded to pay them and complete the appropriate forms for that to happen.
- Managed the teams and their allowables, billing partners and contacts, along with creating quarterly projects updates for all employees to follow.
- Established a new approach to the banking and bill-paying processes to make them more efficient and streamlined in the event of my absence (or that of the following Administrator).

- 03/2016 – 02/2018 Registered Client Associate, *Merrill Lynch*
- Daily money movements, trades, updates or changes to accounts, as well as assisting the advisor in reviews and discussions on the accounts held at ML.
 - Assist teammates & office colleagues with investment systems, regulations and operations, to grow their working knowledge base in the industry.
 - Manage/audit client accounts and data, in a manner that considers their investment risk, objective and suitability.
 - Assist in the training and implementation of all required FINRA and DOL regulations and requirements. Arrange for the ample timeframe required to put these measures in place and meet their deadlines.
- 09/2015 – 03/2016 Registered Financial Assistant, *Denali Federal Credit Union*
- Worked alongside a senior financial advisor at a local credit union in Anchorage, AK. Assisted with the transition to electronic documents and note keeping for the clients. Ensured that compliance requirements and requests were met in a timely matter. Held seminars with Estate Planning attorneys who would partner with our team to bring the clients a variety of options and information.
 - Discussed client account changes or requests, assisted with all money movements and trade instructions as given. Worked with the financial advisor to ensure all clients met with the advisor semi-annually at a minimum.
- 10/2011 – 08/2015 Private Client Investment Associate, *JP Morgan Securities*
- Assisted a top advisor in San Diego with a \$154 mm book of business. Created investment applications for clients, financial analysis and retirement planning preparation, along with servicing all investment accounts.
 - Distributions, contributions, money movements, beneficiary updates, account linking, closing, updates, etc. Worked with clients and advisor to create review appointments and client events.
 - Coordinated auditing events to meet FINRA regulations and requirements for all documentation and client accounting. Assisted with internal and external auditing events and interviews to ensure accurate reporting of all account processes and procedures at various offices.
- 10/2011 – 03/2013 Operations Specialist III/Audit & Compliance, *JP Morgan Chase*
- Completed multiple training sessions of all audits for bankruptcy, foreclosure and loss mitigation on home loans. Created manuals and systems walk-throughs for various procedures.
 - Traveled to Texas & the Philippines on these accounting procedures and audit practices. Worked as a liaison for compliance and the various teams within our region.
- 02/2010 – 08/2011 Operations & Compliance Auditor, *Courtyard Marriott*
- Assisted in maintenance of customer reservations. Cleared balances and transacted on client accounts in debits and credits. Worked with the banquet & events coordinators to prepare for large group reservations and needs on premises. Maintained cash-handling requirements for the front desk.
 - Assisted with scheduling of employee hours and coverage at hotel. Ensured the appropriate training and cross-training of my various teams/staff.

- Maintained various audits of night accounting and restaurant/bar assets. Ensured the timely reporting of all incidents associated with customer accounting at the hotel. Partnered with managers and general manager to align goals and projects for the location.
- 04/2007 – 05/2010 **Executive Assistant, *Malahini Keiki Care***
- Worked closely with business individuals and families that were visiting Hawai'i. Assisted with planning and arrangement for various services including: travel, entertainment and dining.
 - Created tour plans, meeting arrangements, training sessions and more for affluent client-base and their clientele.
 - Certified in CPR & First-Aid to fulfill childcare needs while families or working individuals were on the Big Island.
- 09/2004 – 04/2007 **Accounts Receivable Audit Specialist, *Loew's Coronado Bay Resort***
- Maintained all accounts outside of banquets and events group billing. Undertook a large due balance from Priceline & Expedia to ensure over \$2 mm in funds not received by the resort for reservations. Worked with various departments to account for the billing amounts and accurate reporting for our clients.
 - Audit of all accounting procedures and practices for receivables. Ensured the proper training and preparation of my team to meet required compliance meetings and reviews.

EDUCATION

- 2018 **MBA Business Analytics & Diagnostics, *University of Alaska Anchorage***
- 2015 **Business Finance Bachelor's Degree, *University of Phoenix***
- 2011 **Associate's Degree, *Coconino Community College***

COMMUNITY INVOLVEMENT

- 2008- Current **Children with Hair Loss donator & supporter. Susan G Komen 3 Day Walk, Susan G Komen 5k (Team & Individual). Rose over \$25k in funds for breast cancer research and support. Working to volunteer and involve a women's group within Chase to assist with the needs at these events.**
- 2000-2006 **Meals-on-Wheels, St. Vincent DePaul & Special Olympics volunteer activities. Assisted with various projects and assumed a role with these groups over several years.**