
Fund Administrator Resume

Job Objective

Fund Administrator with excellent skills and the ability to work independently or as a team member seeking position with well established organization.

Highlights of Qualifications:

- Highly experienced as fund administrator
 - Huge knowledge of grants management
 - Deep knowledge of varying fund types and MS Office
 - Familiarity with dealing process and rules
 - Amazing ability to manage independently
 - Outstanding ability to work well with others
 - Excellent project management skills
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Professional Experience:

Fund Administrator
State Street Corp, Philadelphia, PA
November 2007 – Present

- Aided reporting needs of fiscal sponsorship clients.
- Managed fund files met legal and audit requirements.
- Handled administrative aspects of charitable giving fund.
- Formulated fund disbursements and reports.
- Administered workflow processes and procedures.

Fund Administrator
Old Mutual Capital, Philadelphia, PA
December 2003 – October 2007

- Conducted testing of mutual fund's compliance.
 - Evaluated compliance exceptions and evaluated fund prospectuses.
 - Outlined mutual fund's expense budget.
 - Managed expense accruals and payment documentation.
 - Coordinated with client and IBT departments.
 - Formulated monthly and quarterly financial information.
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Education:

Bachelor's Degree in Accountancy
Gibbs College, Norwalk, CT

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