

Brandon Harris

ABOUT ME

A finance executive assistant with 10+ years of experience supporting CFOs and senior financial leaders. Adept at handling confidential financial documents, coordinating investor meetings, and managing high-pressure deadlines in banking and finance environments. Highly skilled in budget tracking, compliance documentation, and financial reporting.

PROFESSIONAL EXPERIENCE

Finance Executive Assistant

Sterling Capital Management, New York, NY | March 2015 - Present

- Provide executive support to the CFO, managing schedules, handling confidential financial documents, and preparing investor reports
- Coordinate quarterly investor meetings and ensure financial presentations are prepared accurately and on time
- Assist in compliance reporting, ensuring all SEC documentation and financial filings were submitted before deadlines

Administrative Assistant

Manhattan Banking Group, New York, NY | June 2013 - March 2015

- Supported financial advisors and senior management by managing schedules, preparing reports, and processing expense reimbursements
- Assisted in tracking budgets and managing financial records, ensuring accuracy in reconciliations
- Spearheaded a new digital filing system for financial documents, reducing retrieval time by 30%

CONTACT



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LinkedIn | Portfolio



New York, NY

EDUCATION

Bachelor of Science (B.S.) in Finance

Fordham University
May 2013

KEY SKILLS

- CFO support and finance administration
- Investor relations and meeting coordination
- Financial document preparation
- Budget tracking and reporting
- SEC and compliance documentation