



## Adeline Brakus

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### EXPERIENCE

#### SENIOR DATA CONTROLLER

**Boston, MA**

04/2014 – present

- Provide assistance with new developmental processes
- Provide assistance with audit reports and documentation
- Manage test tasks and test environments while working with other departments
- Provide various levels of troubleshooting assistance to internal and external clients
- Provide assistance and support to technical staff internally and externally
- Perform metrics and progress tracking, and reporting
- Execute SQL scripts and update run documentation

01/2010 – 01/2014

#### RISK DATA CONTROLLER

**New York, NY**

- Validate Reporting, Closing and DQ processes are in compliance with GECC's Governance Program
- Maintain regulatory awareness; drive training, compliance and support for regulatory initiatives
- Coordinate the implementation of the GECC Data Governance Operating Model
- Manage the implementation and maintenance of GECC's Credit and Investment Data Governance Procedure
- Lead the implementation of the procedure for the Risk Data Operations Team
- Negotiate, establish and monitor Service Level Agreements with IT and the Business Units for their C&I data submissions
- Review, manage and drive change within the Risk Data Operations team on other internal policies, procedures and processes and ensure alignment with GECC's Enterprise Data Team

02/2003 – 09/2009

#### DATA CONTROLLER

**Philadelphia, PA**

- Maintain correspondence filing system and ensure all incoming and outgoing mail is distributed in a timely manner
- Run routine business operation tasks including scheduled reporting, charge raising, adoption of interest, and regular system integrity checks
- Manage correspondence, including any Technical Manual updates and / or corrections as well as archiving
- Assist in the purchasing activity and ensure the necessary exchange of data with central purchasing and finance functions
- Input of Material and Purchasing data into SAP for UK and its plants
- Verify files are correctly formatted, named and encrypted according to predefined expectations
- Research data and application issues using documented specifications

### EDUCATION

#### UNIVERSITY OF CENTRAL FLORIDA

**Bachelor's Degree in Accounting**

### SKILLS

- Highly numerate and accurate with strong attention to detail and excellent verbal and written skills
- Exceptional attention to detail
- Knowledge of database structures
- Strong computer skills including: MS Word and Excel
- Strong analytical, research, problem solving, organizational and communication skills
- Strong data analysis skills
- Excellent IT literacy
- Strong interpersonal skills
- Ability to prioritize and handle multiple tasks simultaneously to meet deadlines while under pressure
- Ability to work under pressure and make business decisions on using initiative