

CLAIRE R. SCHLEG

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Certifications

- CFA Institute Investment Foundations™ Program, September 2020

Education

Wisconsin Lutheran College, Milwaukee, WI

- Major in Business Administration – Finance Focus, December 2020
- Minor in Accounting, December 2020
- Cumulative GPA: 3.72
- Investment Club, Fall 2017- Fall 2020
 - President, Spring 2019 - Spring 2020

Work Experience

U.S. Bank, Milwaukee, WI January 2021 – Current Day

Mutual Fund Accountant – ETF Team

- Preparing and reconciling a variety of reports supporting the various accounting input and output of data
- Records accurately, and in accordance with Department policies and procedures, general ledger balances such as cash, income, capital, advisor trades, corporate action postings, etc.
- Prepare timely and accurate Net Asset Values and other fund accounting output for review
- Identify exceptions and problems affecting accounting records and prices
- Responds to inquiries regarding accounting audits, internal and external
- Responsible for performing accounting activities relating to the maintenance of a complete and accurate general ledger, preparation of daily work packets and calculation of daily NAV
- Maintains adequate accounting and control for various accounting functions
- Maintains and reconciles general ledger and subsidiary ledger accounts
- Prepares financial statements and reports
- Maintains and develops automated accounting systems, controls, and procedures
- Prepares and develops reports for management and/or for regulatory authorities
- Responds to inquiries regarding accounting policies, procedures, and issues from management, external auditors, and regulatory authorities

U.S. Bank, Milwaukee, WI July 2020-August 2020

Internal Audit and Fund Accountant Intern

- Conducted daily pre-pricing process on 3-4 equity funds
- Calculated the NAV and NII for an ETF
- Used multiple accounting programs: Workstation, Eagle/STAR, Bloomberg, etc.
- Learned about Mutual Fund Accounting processes and importance
- Participated in company-wide Case Study competition
- Created two internal documents to be used by future interns/new hires
 - On-Boarding
 - Fund Accounting Processes
- Developed Excel spreadsheets
- Developed documents for the fund clients to use

Thrivent Financial, New Berlin/Cedarburg, WI, May 2019-August 2019

Intern

- Worked with research reports on stocks, bond, and mutual funds by researching and manipulating data
- Assisted with account reviews/preps

- Updated client portfolio values, returns, and risk statistics
- Developed Excel spreadsheets
- Learned portfolio diversification
- Participated in prospecting and marketing
- Participated in compliance record keeping
- Assisted with financial need analysis

Projects/Leadership

ETDP Program – U.S. Bank, Milwaukee, WI January 2021 – Present

- Emerging Talent Development Program
- Focuses on building the skills to become a business leader
- 3 areas of development: Professional, Personal, Diversity/Culture

On-Boarding Project, Milwaukee, WI July 2020-August 2020

Intern

- Created a document outlining the different steps to set up a laptop as a new GFS hire/intern
 - Includes different systems used: STAR, SEI, DASH, Workstation, etc.
 - Includes basics such as Outlook and Teams

Fund Accounting Processes Project, Milwaukee, WI July 2020-August 2020

Intern

- Created a document walking through the steps in detail of how to complete Pre-Pricing and Post Pricing for both mutual funds and ETFs
 - Walks through each system used
 - Made for GFS new hires/interns

Case Study Project, Milwaukee, WI July 2020-August 2020

Intern

- Worked with a team of 3 individuals to come up with a new credit card for U.S. Bank
- The target was to get more millennials to bank with U.S. Bank
- There were a series of levels of presentations
 - Made it past level 1 and on to level 2
 - This means we were in the top 20 teams out of hundred(s) picked to present to company leadership
- Project focused mainly on research, targeted marketing, and creativity