

ALEX DANSO

Operations Analyst

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PROFESSIONAL SUMMARY

Operations and financial processing professional with experience supporting high-volume account workflows in a regulated financial services environment. Skilled in reviewing financial documentation, auditing account activity, identifying discrepancies, and ensuring compliance with internal controls. Known for strong attention to detail and reliability in fast-paced operational settings.

EMPLOYMENT HISTORY

Account Processor — Vanguard | Remote | Apr 2024–Present

- Process and review financial account transactions within a regulated environment, ensuring accuracy and adherence to internal compliance standards.
- Audit account documentation and transaction records to verify data integrity and identify discrepancies.
- Investigate and resolve account issues by analyzing system records, documentation, and transaction history.
- Maintain high accuracy while processing large volumes of sensitive financial data in time-sensitive workflows.
- Collaborate with internal teams to ensure consistent processing standards and meet operational service-level agreements.
- Apply critical thinking and attention to detail to support reliable financial operations and risk mitigation.

Food Production Associate — HelloFresh | Swedesboro, NJ | Sep 2023–Apr 2024

- Supported high-volume production operations in a fast-paced fulfillment environment.
- Maintained quality standards while executing time-sensitive workflows under strict deadlines.
- Followed standardized operating procedures to ensure accuracy and consistency across production processes.

Associate — Suzuki Motor of America | Mechanicsburg, PA | May 2023–Aug 2023

- Prepared and processed shipments for distribution while maintaining inventory accuracy.
- Organized warehouse inventory and supported efficient operational workflows.
- Demonstrated reliability and attention to detail in a high-volume logistics environment.

Inside Sales Representative — West Shore Home | Mechanicsburg, PA | Mar 2023–May 2023

- Contacted prospective clients to schedule consultations and introduce company services.
- Maintained accurate records of customer interactions and follow-ups using CRM tools.
- Strengthened communication, organization, and client-handling skills in a high-volume environment.

SKILLS

Financial Operations • Account Processing • Transaction Review • Data Accuracy & Verification
Compliance & Documentation • Operational Workflow Execution • Discrepancy Resolution • Cross-Functional Collaboration • CRM Systems • Process Adherence & Quality Control

EDUCATION

Business Administration (Coursework) — Messiah University | Mechanicsburg, PA | Aug 2018–May 2020

Completed coursework in business fundamentals including operations, finance, and organizational management.

UX Design Certification — CareerFoundry | Remote (Online) | Sep 2024–Jul 2025

Completed a structured professional certification focused on user research, information architecture, and problem-solving within complex systems.