

Fanny Ng Liu

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<https://www.linkedin.com/in/fanny-ng-liu/>

EDUCATION

ZICKLIN SCHOOL OF BUSINESS, BARUCH COLLEGE

Graduate

Master's in Marketing Management

Manhattan, NY

Graduated May 2021

ZICKLIN SCHOOL OF BUSINESS, BARUCH COLLEGE

Undergraduate

Bachelor of Business Administration in Business Management and Entrepreneurship; Minor: Communications

Manhattan, NY

Graduated May 2020

PROFESSIONAL EXPERIENCE

FUNDKITE

Credit Analyst / Junior Underwriter

Manhattan, NY

Oct 2022 - Feb 2023

- Conducted in-depth revenue and credit analysis within established time frames, facilitating timely reviews of initial decisions and resubmissions of existing applications.
- Collaborated with senior underwriters to prepare contracts for revenue purchase agreements and ensure compliance with lending policies and regulations.
- Streamlined the application process and processed over 650 funding applications within a month of starting, achieving a 25% increase in productivity and contributing to the team's overall success.

PUBLICIS HEALTH MEDIA

Associate Programmatic

Manhattan, NY

Nov 2021 - Oct 2022

- Streamlined day-to-day tasks by identifying and implementing automation solutions, resulting in a 30% increase in productivity and timely completion of projects and deliverables.
- Analyzed large sets of data to identify performance trends and provided meaningful insights and recommendations to improve campaign performance and ROI.
- Maintained accurate records and reports for billing and assembling monthly auditing reports, ensuring accurate budget actualization.
- Proactively identified and resolved invoice discrepancies by liaising with stakeholders, resulting in quick remediation and avoiding payment delays.

SIMPLY SELECT (Travel Agency)

Intern - Operations, Finance, Administrative Tasks, Travel Coordinator

Manhattan, NY

Jun 2021 - Sep 2021

- Handled financial operations, including processing payments, reconciling accounts, and creating finance trackers, resulting in increased efficiency and accuracy.
- Coordinated and communicated with clients and vendors to ensure timely and effective project completion, resulting in positive client feedback.
- Created master lists to streamline workflow processes and enhance productivity, leading to a 20% increase in overall productivity.

ZEV POLLAK CO.

Administrative Assistant

Brooklyn, NY

Jul 2020 - Nov 2020

- Managed daily cash deposits, maintaining accurate records and upholding data integrity.
- Provided seamless support by reconciling monthly bank deposits and withdrawals.
- Processed incoming and outgoing invoices promptly, ensuring on-time and in-full payments for multi-million dollar properties.
- Played a vital role in reducing outstanding accounts receivables through improved collections strategies.

SKILLS

SOFT SKILLS: Unyielding Work Ethic, Inspirational Leadership, Rapid Learning, Master of Time Management, Customer Service Excellence, Hospitality Expertise

TECHNICAL/DIGITAL SKILLS: Business Software Proficiency, Data Analytics & Reporting, Tech-Savviness, Digital Collaboration, Website Development, Advertising & Marketing Platforms, Cloud Storage & File Sharing, Data Management