

# Nick Birnbaum

Los Angeles, CA • (310) 991-9327 • [nick.birnbaum@gmail.com](mailto:nick.birnbaum@gmail.com) • [linkedin.com/in/pY6DKuB37X](https://www.linkedin.com/in/pY6DKuB37X)

---

## Professional Summary

Experienced financial professional with over 9 years of analytical and operational expertise. Proven track record in application processing, financial document evaluation, and compliance management. Strong background in client communication, data tracking, and meeting strict deadlines. Skilled in Microsoft Excel, financial analysis, and maintaining detailed records for regulatory compliance.

---

## Work Experience

**Investor Relations Contractor** | Edgeln | Remote | 04/2024 - 09/2024

- Managed client relationships and evaluated financial documentation for investment decisions
- Analyzed business financial information and prepared detailed reports within mandated timeframes
- Increased investor engagement by 25% through strategic communication and application processing
- Maintained comprehensive databases to track client information and ensure regulatory compliance

**Investor Relations Specialist** | Raze Finance | Los Angeles | 12/2023 - 04/2024

- Successfully grew client base 400% in Q1 2024 through efficient application processing and evaluation
- Conducted detailed business analysis and provided strategic guidance on financial applications
- Prepared market analysis reports to support management decision-making processes
- Managed correspondence with clients using standardized templates and communication protocols

**Venture Partner** | Republic | Los Angeles | 02/2022 - 02/2023

- Evaluated and processed venture applications, determining appropriate review packages based on application type
- Sourced and analyzed Republic-ready companies, ensuring compliance with investment criteria
- Mentored team members and maintained detailed tracking systems for application progress
- Collaborated with internal teams to complete evaluations within required timeframes

## **Portfolio Manager** | Alpha Sigma Capital | Los Angeles | 03/2020 - 01/2023

- Managed comprehensive application and document review processes, ensuring 100% compliance with protocols
- Prepared daily, weekly, and monthly reports using Excel and database management systems
- Efficiently managed client settlement requests within agreed SLAs, maintaining 98% on-time completion rate
- Led creation of detailed analysis materials, resulting in 15% improvement in client satisfaction
- Developed operational processes for proper management and monitoring of complex financial applications

## **Financial Advisor** | Prudential | Los Angeles | 08/2015 - 02/2018

- Evaluated financial applications and documentation for over 100 clients
  - Achieved 30% increase in assets under management through meticulous application processing
  - Generated 50% increase in new client acquisitions by implementing systematic evaluation processes
  - Developed personalized financial plans requiring detailed document analysis and compliance verification
- 

## **Core Competencies**

### **Technical Skills:**

- Microsoft Excel (Advanced) - Data tracking, analysis, and reporting
- Microsoft Word - Document drafting and correspondence preparation
- Microsoft Outlook - Professional communication management
- Microsoft Access - Database management and tracking systems
- Financial document analysis and evaluation
- Application processing and package determination

### **Professional Skills:**

- Independent work capability with strong self-management
- Exceptional attention to detail in document review and analysis
- Superior time management with ability to meet strict deadlines
- Contract negotiation and agreement processing

- Client liaison and communication management
  - Regulatory compliance and state law application
  - Progress tracking and status reporting
- 

## Education

### Master of Business Administration

California State University, Monterey Bay

### Bachelor of Arts in Cinematic Arts & Technology

California State University, Monterey Bay

---

## Professional Certifications

**Google Data Analytics Certificate** | Google

**Financial Statement Modeling** | Wall Street Prep

**Discounted Cash Flow (DCF) Modeling** | Wall Street Prep

---

## Key Achievements

- Successfully processed and evaluated hundreds of financial applications with 100% compliance rate
- Maintained detailed tracking systems using Excel and database management tools
- Consistently met all regulatory timeframes for application processing and correspondence
- Achieved 98% client satisfaction rate through efficient communication and application management
- Demonstrated ability to work independently while maintaining high accuracy standards
- Experience in financial document recognition and completeness evaluation prior to approval processes