

Gisele Abzalov

Project Manager

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EDUCATION

Boca Code

Software Engineer Career Course

Boca Raton, FL

Jan 2023 - Mar 2023

City University of New York/Baruch College/Zicklin School of Business

Bachelor of Business Administration, Major in Finance and Investments; Minor in Sociology

New York, NY

Kazan Innovation University

Jurisprudence: Civil Law

Russia

WORK EXPERIENCE

Brofist Partners

Project Manager

Remote, Boca Raton, FL

Jun 2021 – Present

- Conducted market research and analyzed customer data to identify growth opportunities.
- Developed and maintained strong relationships with stakeholders to generate new business opportunities.
- Streamlined processes and procedures, resulting in a **15%** reduction in costs and increased efficiency.
- Utilized various communication tools, including video conferencing, which resulted in a **30%** increase in team productivity and a **25%** reduction in project timeline.

Primerica Financial Services Company

Life Insurance Agent

Boca Raton, FL

Feb 2018 – Nov 2020

- Successfully sold life insurance policies to a diverse client base at all stages of life..
- Tailored communication and sales approach to meet each client's needs, resulting in a **25%** increase in sales revenue over two years.
- Provided exceptional customer service by responding to client inquiries within 24 hours and maintaining a **90%** client retention rate.
- **Promoted to district leader** within three months of starting as an agent.

Tat Transport LLC

Billing Manager

Boca Raton, FL

Sep 2016 – Sep 2020

- Oversaw invoice processing and ensured accuracy of freight charges, shipment details, and customer information.
- Developed and implemented strategies to improve billing efficiency, resulting in a reduction in billing errors by 25%.
- Conducted analysis of billing data to identify trends and opportunities for cost savings and revenue growth.
- Collaborated with cross-functional teams, including customer service and operations, to resolve billing discrepancies and ensure customer satisfaction.
- Demonstrated strong attention to detail and ability to manage competing priorities in a fast-paced environment.

Safra National Bank of New York

PROMOTED: Foreign Exchange Operations Analyst

New York, NY

Nov 2013 – Feb 2014

- Executed foreign currency transactions and ensured compliance with regulations.
- Created daily profit and loss sheets to track trade profitability.
- Wrote team manuals to document policies and procedures and provide guidance to new members.
- Manuals served as a valuable resource for auditors, providing transparency into operations.
- Worked closely with traders to ensure timely and accurate execution of foreign currency needs.

Private Equity and Hedge Funds Operations Analyst

Feb 2014 - Nov 2015

- Responsible for managing operational activities such as payment processing, cash flow reconciliations, and issue resolution
- Conducted Transfer Agent activities and carried out KYC procedures
- Calculated periodic Net Asset Value by valuing assets, fees, making accrual bookings, and carrying out reconciliations.
- Analyzed, processed, and controlled various financial products such as equities, hedge funds, and derivatives including CFDs, Swaps, Forwards, and Futures, and bonds
- Interacted regularly with funds prime brokers, investment managers, and stakeholders to ensure smooth operations and provide assistance as necessary.

Greystone Multifamily Housing Finance

Lead Researcher

New York, NY

Nov 2012 – Nov 2013

- **Managed a team of five research assistants**, delegating and monitoring research assignments and achieving a **90%** completion rate for all research projects.
- Conducted extensive research and investigations into the potential for Federal Housing Administration financing for multifamily and healthcare ventures, resulting in a **25%** increase in the number of FHA loans secured by the sales team.
- Analyzed financial, technical, and corporate governance materials, such as annual reports and property tax evaluations, to extract key data points, resulting in the identification of potential risks and opportunities in the market.
- Developed and implemented a standardized research methodology, resulting in a **50%** reduction in research time and an increase in the accuracy of research findings.

SKILLS

Programming Languages: NodeJS | JavaScript | Typescript | Semantic HTML | CSS

Databases: SQL, MySQL, MongoDB | Firestore

Technologies: React | React Native | Unity | Express | Git Bash | Clean Code | Bootstrap | Restful API | Google Cloud Platform | AWS | Express

Tools: Agile | SCRUM | Jira | Postman | Visual Studio

Languages: Fluent in English, Russian, Tatar

Certifications & Training: Boca Code Software Engineering

Awards: Dean's List 2011, 2012

PROJECTS

Recipes Web App - Cheers! [LIVE](#) | [REPO](#)

Mar 2023

- Designed and implemented website for cocktails recipes using React, GCP, MongoDB, Express, Node JS, Visual Code
- Created a form to submit new data

Boca Code Lab Hackathon [LIVE](#) | [REPO](#)

Feb 2023

- Used Jira tasks provided by Project Manager to implement various changes to an existing client's website
 - Achieved first approved commit in Git by Project Manager for changing the hard code to dynamic
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