

# FINN C. GREEN

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## Work Experience

### 17 Pembroke Advisors — Charlotte, NC

2017-2023

*An alternative investment advisory platform with \$25 million of assets under management.*

#### Portfolio Analyst & Trading Manager

- Displayed multi-tasking abilities through the management of 3 strategies in fund format and 6 separate accounts clients.
- Was responsible for the day-to-day trading activities, as well as modeling and analytically forecasting the strategies that went with it. Sometimes tweaks needed to take place and proposed new solutions to any problems the overall market may have given.
- Maintained a high attention to detail when putting together quarterly presentations for the board in usually a two to three week's time, while also maintaining day-to-day trading activities.
- Effectively led communication and investor relations through answering questions on their quarterly and annual performance statements, as well as provided to them their annual tax reports and updated ADV-2A filings.
- Assisted in interacting with FINRA and the State of North Carolina's security division with all annual registration filings. By providing a different digital organization procedural approach, these annual compliance requirements were better streamlined to finish the tasks quicker.

### Noble House Hotels and Resorts — Seattle, WA

2015-2017

*A boutique hotel investment and management company with over 20 assets.*

#### Marketing Coordinator

2016-2017

- Executed the day-to-day campaigns and strategies for 6 assets.
- Assisted with the auditing of the websites for the entire portfolio of 20 assets and corporate to ensure accuracies.
- Developed strong digital organization skills through using collaborative cloud-based softwares for photo management.
- Managed and routinely coordinated 90 day social media calendars for 10 social media outlets.
- Acted as a liaison between the hotels and the in-house design team to oversee the completion of over 400 digital and print collateral pieces using an agile-project management approach.

## Education

### UNC Charlotte — Charlotte, North Carolina

2023-2024

- School of Professional Studies Bootcamp Program: Certificate in UX/UI
- Worked and completed 4 case studies in the five month program.

### University of Miami — Coral Gables, Florida

2013-2016

- Bachelor of Business Administration
- Minor in Photography
- Studied abroad at Queen Mary University in London, England in 2015.

## Summary

I am a highly organized and diligent individual interested in combining my analytical and creative skill set to pivot my career path into a role as a UX/UI designer, UX researcher, or product manager. I have recently completed a certificate in UX/UI through UNC Charlotte's Bootcamp Program.

## Technical Skills

- Excel
- Powerpoint
- Adobe Illustrator
- Adobe Photoshop
- Adobe Indesign
- Adobe Lightroom
- Figma
- Miro
- Github
- Bootstrap
- jQuery
- CSS3
- HTML5
- Javascript

## Certificates

- Microsoft Office Specialist: Excel Expert (2023-2024)
- Hubspot SEO Expert (2023-2024)
- Adobe Certified Professional in Indesign and Photoshop (2023-2026)

## **UX/UI Projects**

### **INDY — Solo Travel App Design**

*In the post-covid world interest in traveling solo has gone up but hesitancy to commit to a trip still remains. INDY is an app that gives the solo traveler a way to experience a safer and more communal sense of adventure.*

#### **Details**

- Roles: UX/UI Researcher and Designer
- Timeframe: 28 Days
- Tools Used: Figma, Miro, Google Drive, Google Sheets, Adobe Illustrator, Google Forms

### **Ice Breakers — Conversational App Design**

*Many adults experience social anxiety at varying times in their lives, and there aren't many lighthearted tools that help improve social skills. Ice Breakers provides people with a set of topics to help them gain confidence in new environments.*

#### **Details**

- Roles: UX/UI Researcher and Designer
- Timeframe: 16 Days
- Tools Used: Figma, Miro, Google Drive, Google Sheets, Adobe Illustrator, Google Forms

### **Carolina Waterfowl Rescue — Non-profit Website Design**

*This is a website redesign for the Charlotte based, non-profit, the Carolina Waterfowl Rescue. Since 2006, the wildlife rescue has been giving thousands of animals a second chance through the help of their donors, volunteers, and employees alike.*

#### **Details**

- Roles: UX/UI Researcher, Lead Designer, Project Manager
- Timeframe: 20 Days
- Tools Used: Figma, Miro, Google Drive, Google Sheets, Adobe Illustrator, Google Forms

### **Design Log — Home Furnishing App Design**

*With an increase in new, younger homeowners, there has been a large uptick in online furniture sales. However, there are still several hang ups that lead to uncertainty in shopping online for furniture. This app is designed to simplify the process and allow the users to be more confident and less overwhelmed in their furniture shopping.*

#### **Details**

- Roles: UX/UI Researcher, Prototyper, Project Manager
- Timeframe: 28 Days
- Tools Used: Figma, Miro, Google Drive, Google Sheets, Team Gantt, Google Forms