Jordan Morgan

SUMMARY

Entry-level analyst with training projects in record review, research, data analysis, and clear documentation.

SKILLS

Excel · SQL · Customer due diligence · Public-record research · Source verification · Case documentation · Reconciliation · Data quality · Report writing · Transaction review · Case writing · Quality assurance · Risk analysis · Document review · Risk tracking · Policy analysis · Research · Quality review · Screening review · Spreadsheet analysis · Business verification · Transaction analysis · Evidence review

PROJECT EXPERIENCE

Training Analyst · Fieldstone Research Lab
• Reviewed 120 customer records in a training project, checked ownership fields, and documented missing information.
• Prepared six ownership research reports, cross-checked source references, and summarized unresolved questions.
• Built repeatable checks on synthetic compliance tables and explained unmatched records in a practice report.

ADDITIONAL TRAINING PROJECTS

• Analyzed a synthetic transaction dataset, identified outliers, and prepared clear escalation summaries for review.

• Reconciled synthetic merchant records and summarized discrepancies in a practice risk review.

• Tracked 25 vendor reviews, organized source documents, and flagged incomplete questionnaires.

• Applied a practice review policy to synthetic cases and recorded reasons for each decision.

• Compared synthetic screening matches against training records and documented the evidence for each finding.

• Reviewed synthetic trading activity and wrote short summaries of unusual patterns for a training exercise.

• Checked registration and ownership fields in a onboarding exercise and tracked unresolved discrepancies.

• Reviewed synthetic account patterns and organized supporting evidence into concise practice case notes.

WORKING PRACTICES

• Cross-checked source records and recorded unresolved questions for review.
• Used spreadsheets to organize findings and communicate next steps.

EDUCATION

BA, Social Sciences · Brookfield University