

Natashea Mutuma



Hospitality Consultant

Dallas, TX / 817.793.0990 / natashea@dnlegacyconsulting.com

Skills

Quickbooks

Project Management

Microsoft Pro Suite

Monday.com

Salesforce

Tableau

Professional Experience

NOV 2024 - PRESENT

REMOTE

Consultant Project Coordinator, KBK Procurement

- Analyze project requirements, develop strategic procurement plans, and implement efficient tracking systems to enhance project visibility and success rates
- Foster strong partnerships with vendors and internal consultants, facilitate effective communication, and ensure alignment with project objectives
- Develop creative solutions for procurement challenges, optimize resource allocation, and implement new methodologies to enhance project efficiency

APR 2024 - PRESENT

REMOTE

Transaction Coordinator & Financial Admin, Texas Home Opulence Group

- Manage real estate transactions, ensuring compliance and timely closings.
- Coordinate with agents for seamless document management and transaction efficiency.
- Develop and execute streamlined real estate transaction protocols while managing comprehensive financial operations through QuickBooks integration.

MAR 2020 - APR 2024

AUSTIN, TX

Intermediate Data Analyst, N-Able Technologies

- Implemented automated data pipelines and visualization dashboards, reducing report generation time and improving decision-making processes
- Pioneered machine learning solutions for pattern recognition, enhancing data accuracy and delivering strategic recommendations to stakeholders
- Partnered with cross-functional teams to optimize data collection methods and establish best practices for data governance

SEP 2019 - FEB 2020

WESTLAKE, TX

Investment Data Management Analyst, Fidelity Investments

- Managed investment data validation processes and streamlined reporting workflows for institutional clients, ensuring data accuracy and compliance standards.
- Led data quality initiatives across multiple investment portfolios, implemented automated validation checks, reducing processing time and error rates.
- Analysed complex financial datasets, identified data discrepancies, and coordinated with stakeholders to resolve data integrity issues.

APR 2012 - SEP 2019

WESTLAKE, TX

Implementations Project Manager, Fidelity Investments

- Managed complex fund reconciliation processes and optimized reporting workflows, ensuring accurate valuation of investment portfolios and regulatory compliance
 - Automated daily NAV calculations through advanced Excel modelling, substantially reducing processing time and minimizing operational risks
 - Conducted thorough analysis of financial statements and corporate actions, maintaining precise records and resolving discrepancies promptly
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Education

CORPUS CHRISTI, TX

BA in Accounting & Finance, Texas A&M University