

Gabriela Schwenker

Professional Work Experience

Thornburg Investment Management

Associate, Investment Operations

Sept 2019 – Present

Daily identification of reconciliation errors such as trade errors, inaccurate cash postings, etc. Research and resolve internally or work with custodian to resolve the discrepancies.

- Daily cash and asset reconciliation for institutional, mutual fund, ESG and UCITS accounts
- Enter daily cash flows in PA Database, Bloomberg AIM, and APX
- Prepare and process month end reconciliation reports for Thornburg's audit purposes
- Provide backup account coverage for team members in their absence

Barraclough & Associates, P.C.

Bookkeeper

June 2018 – Aug 2019

Clerical/Bookkeeper

Dec 2016 – May 2018

- Reconciled monthly statements for clients
- Recorded day-to-day financial transactions and correctly coded each transaction in general ledger in QuickBooks Desktop and QuickBooks Online
- Prepared and processed monthly, quarterly, and annual payroll tax reports in a timely manner
- Paid client bills
- Prepared individual tax returns
- Provided clerical and administrative support for five principals
- Tracked tax return projects in Practice Management

Santa Fe Tennis and Swim Club

Receptionist

June 2015 – Dec 2016

- First point of contact for all guests, vendors, and members
- Responsible for maintaining friendly and efficient front desk service
- Managed reservations to ensure no scheduling conflicts
- Processed members' bills for various club activities

REI – Santa Fe

Frontline Cashier/Customer Service

April 2015 – April 2016

- Maintained a friendly and upbeat attitude at all times
- Helped customers with all needs and questions regarding outdoor gear
- Assured accuracy and efficiency while cashiering
- Answered phone calls and directed to proper department

Education

Bachelor of Arts | May 2014 | Principia College, Elmhurst, IL

Major: Sociology and Anthropology Minor: Spanish

Associate in Arts | May 2019 | SFCC, Santa Fe, NM

Major: Accounting & Business Administration

- Honors: Phi Theta Kappa, Highest Honors

Special Interests/Volunteer Experience

- Santa Fe Women's Commission voting member. Women of Thornburg committee member. First Aid certified.