Minglang Jin

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PROFESSIONAL SUMMARY

Financial services professional with experience in high-volume operations, data investigation and workflow automation. Combines a Statistics & Probability background with Excel, VBA and SQL skills to support accurate reporting, operational controls and process improvement. Brings attention to detail, clear communication and cross-functional collaboration to business challenges.

SKILLS & TOOLS

Tools: Excel, VBA, SQL, R, Wind Financial Terminal
Capabilities: Operational analysis, data reconciliation, exception investigation, reporting accuracy, process improvement, stakeholder coordination and knowledge sharing.

PROFESSIONAL EXPERIENCE

TD Wealth | Operations Officer III - Mutual Fund Operations

January 2025 - Present | Toronto, ON

- Process and validate high volumes of financial transaction and client transfer data, supporting internal controls, regulatory standards and established service-level requirements.
- Analyze operational workflows and develop Excel VBA tools to streamline repetitive daily account tasks and support accuracy and consistency.
- Use SQL queries to investigate residual balances, notional discrepancies and historical transactions within a legacy RESP reconciliation initiative covering 22,000+ accounts overall.
- Coordinate with stakeholders on inquiries, escalations and exception resolution; support reporting accuracy and operational controls.
- Help train new employees on operational procedures, system navigation and compliance requirements.

Avic Securities | Asset Management Intern

May 2023 - August 2023 | Beijing, China

- Collected, organized and validated financial data using Wind Financial Terminal and Excel.
- Supported financial statements, fund reporting and investor communications with a focus on accuracy and consistency; prepared data summaries and research documentation.

EDUCATION

University of Toronto - Bachelor of Science in Mathematics
Specialist in Statistics & Probability | September 2020 - October 2024

SELECTED ACADEMIC PROJECT

Canadian Government Bond Yield Curve Analysis
Analyzed historical bond prices using R and Excel. Explored yield-to-maturity, spot and forward curves with jrvFinance and communicated yield trends through visualizations.

ACHIEVEMENT

TD Wealth Operations - Q1 2026 Quarterly Star Award