

# CONNOR E. RILEY

20 Wycliffe Rd, East Walpole, MA 02032

508-596-3390

rileyce@dukes.jmu.edu

## ACADEMICS

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**James Madison University**, Harrisonburg, VA, Class of 2022  
Finance Major, Minor in Business Analytics

## RELEVANT EXPERIENCE

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**Madison Investment Fund**, Harrisonburg, VA

*Junior Analyst, Technology Sector*

**November 2020 – Present**

- Serve as a Junior Analyst for the technology sector within a student-led equity fund, managing a \$300,000 portfolio for the James Madison University Foundation
- Research and evaluate large-cap equities using fundamental analysis, portfolio risk assessment, and industry trends to present to the Fund for potential investment.

**Bain Capital, Boston, MA**

**May – August 2021**

*Corporate Finance – Capital Markets Expense Allocation, Intern*

- Performed the allocation of invoices to the respective funds through our in-house allocation software
- Developed and maintained a dynamic excel sheet for invoice processing, minimizing manual entry and potential errors
- Leveraged Wall Street Office to perform cash movements to and from specific entities relating to expense payments and advisor reimbursements
- Assisted with the development of the companies LOC forecast, including research into LIBOR alternatives such as SOFR

**Bain Capital, Boston, MA**

**June – August 2020, Jan. 2021**

*Corporate Finance – External Reporting, Intern*

- Posted employee benefit recharges as a part of quarterly close procedures
- Maintained fixed asset project workbooks in preparation for capitalization and depreciation
- Maintained a monthly Fixed Asset Work-In-Process rollforward book for company projects
- Prepared monthly close books for ledgers of international subsidiaries and posted employee recharges
- Prepared bank account transfers, wires, and ad hocs daily in workday, and then reconciled to bank statements
- Performed ledger account reconciliations as a part of Q2 & Q4 close, posted reclasses to true up ledgers, as necessary

**UpperEdge LLC, Boston, MA**

**May – August 2019**

*Sourcing & Commercial Advisory Service, Intern*

- Entered client contract terms and pricing into databases used to conduct price, service level and commercial terms benchmarking of software and services agreements
- Conducted mark-to-market benchmark assessments of SAP on-premise and cloud software agreements
- Created and maintained an excel database to track assignments and bookings contributions of client engagements
- Developed financial models to analyze software license, support & subscription costs from software vendor proposals

## OTHER EXPERIENCE

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**Delta Upsilon Fraternity**, James Madison Chapter, Harrisonburg, VA

*Vice President of External Relations*

**January – December 2020**

- Gained relevant experience in leading an organization of men, which includes organization of key events to ensure smooth operations, while gaining experience of leading the improvement of our public relations
- Developed and maintained a budget for fraternity operations

*Vice President of Member Education*

**August – December 2019**

- Gained relevant leadership experience while teaching the new members the core values of Delta Upsilon

## SKILLS & INTERESTS

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**Skills:**

- Proficient in Bloomberg, Excel, PowerPoint, Word, and Workday

**Recognitions:**

- 2018 Fall semester Dean's List, Bloomberg Certification, Excel LinkedIn Skill Assessment badge

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