

Lucy M Brice

Professional Experience

J.P. Morgan Chase & Co. – Corporate Responsibility, Corporate Sector **New York, New York**
Global Philanthropy Business Operations Associate July 2021 – Present

- Coordinate the day-to-day, short-term, and long-term leadership objectives regarding business operations such as fiscal and strategic planning, headcount and hiring, and executive engagement
- Design and execute programs and department-wide offsites with approximately 115 attendees internationally
- Manage and develop internal communication deliverables such as newsletters, real-time updates, and quarterly reports
- Provide strategic advice and support to senior stakeholders, including the Deputy Director of Global Philanthropy

J.P. Morgan Chase & Co. – Global Finance & Business Management Division **New York, New York**
Community & Consumer Finance Rotational Analyst July 2020 – July 2021

- Maintained and updated the weekly reporting package used by 200+ field leaders across the country to track performance and drive accountability
- Owned the monthly production of the Diversity and Inclusion (D&I) Performance report that senior leadership used to evaluate the effectiveness of our department's hiring, development, and retention initiatives
- Constructed a scorecard metric template that helped facilitate the annual assessment of the strategic coverage of the Chase branch network of nearly 4,000 financial advisors

Asset & Wealth Management Finance Rotational Analyst July 2019 – July 2020

- Built various headcount reports, executed real estate requests, and worked on strategic projects to drive business results for our team and senior management
- Identified appropriate solutions and engaged the support of respective CFOs in coordinating real estate projects and addressing clients and stakeholders needs by exhibiting a comprehensive understanding of firmwide workforce strategies
- Partnered with colleagues and subject matter experts across Asset & Wealth Management to successfully deliver our location strategy initiatives while prioritizing the team's tasks at hand

J.P. Morgan Chase & Co. – Global Finance & Business Management Summer Analyst Program **New York, New York**
Consumer & Community Bank Finance Intern June 2018 – August 2018

- Brainstormed and implemented a self-designed consolidation plan to maximize reporting efficiencies between teams on their monthly, quarterly, and annual deliverables
- Collaborated with seven teams simultaneously to collect documents and create an inventory to log over 300 standardized operating procedures
- Fostered a professional network that ranged from analysts to managing directors while gaining insight into their roles and passion for finance and technology that resulted in a deeper understanding of the firm

Education

The College of New Jersey (TCNJ) **Ewing, New Jersey**
Bachelor of Science May 2019

Major: Finance; Minor: Communications Studies GPA 3.2/4.0

- **Honors:** Beta Alpha Psi - International Finance Honor Organization (2019); Dean's List (2016 & 2019)

County College of Morris (CCM) **Randolph, New Jersey**
Professional Certification Expected May 2023

Concentration: Social Media Marketing & Communication

Leadership & Community Engagement

Alpha Kappa Alpha Sorority Incorporated®, Zeta Sigma Chapter **Ewing, New Jersey**
International Undergraduate Activity Committee (UAC), North Atlantic Representative August 2018 – July 2020

- Appointed by the Sorority's international president to represent the 7,000 undergraduate members of the North Atlantic region, encompassing 12 states, and conducted workshops at various international and regional conferences
- Served as the social media manager to develop and execute content that increased engagement and grew awareness of the committee's philanthropic impact by 43% through use of the hashtag #LevelUp and targeted online marketing initiatives

Local Speaking Engagements, Public Speaker April 2019 – Present

- Dynamic facilitator to 1200+ students preparing to embark on their higher education journey and presents them with a positive role model who is relatable and believes in coupling education with action

Skills

Microsoft Office Suite; Emotional Intelligence (EQ); Organization and Time Management; Social Media Management