

JANE SMITH

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FINANCIAL SERVICES PROFESSIONAL WITH 20 YEARS OF EXPERIENCE

Market Research, Valuation & Analysis/Client Service & Support/Performance Monitoring & Improvement

PROFESSIONAL PROFILE

An innovative, dynamic, and results-driven Financial Services Professional with a consistent track record in establishing and nurturing strong client relationships, successfully directing high-performance teams, and exceeding key corporate objectives in a variety of highly competitive arenas. A self-starter, recognized for the ability to thrive in both independent and collaborative work environments, field and resolve internal issues, and manage multiple responsibilities simultaneously. Innate ability to implement strategic administrative and operational initiatives to meet established goals, enhance client service, and improve overall bottom-line performance. A catalyst for positive change with the capacity to develop constructive relationships with a diverse group of cross-functional business partners, influence key internal/external stakeholders, and establish a cooperative climate across multiple departments/divisions. Superior interpersonal, organizational, communication and presentation skills. Exceptional written, oral and technical aptitude.

CORE COMPETENCIES

- *Research, Valuation & Analysis*
- *Strategic Market Planning*
- *Writing/Editing/Proofreading*
- *Money/Investment Management*
- *Client Satisfaction/Retention*
- *Relationship/Alliance-Building*
- *Presentations/Public Speaking*
- *Financial Reporting/Tracking*
- *Personnel Supervision & Training*
- *Performance Monitoring/Analysis*
- *Process Innovation/Optimization*
- *Profit/Margin/Goal Attainment*

PROFESSIONAL CHRONOLOGY

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| ABC Company Trader | Any Town, USA | Dec. 2006 - Apr. 2011 |
| ABC Company Managing Director | Any Town, USA | Mar. 2000 - Apr. 2006 |
| ABC Company Managing Director (Mar. 1995 - Mar. 2000)/Clerk (Jun. 1990 - Mar. 1995) | Any Town, USA | Jun. 1990 - Mar. 2000 |

KEY QUALIFICATIONS/HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

- Established prices and executed trades for firm and institutional clients in equities; provided extra liquidity (buy or sell orders) to facilitate seamless trading in actively traded stocks on the New York Stock Exchange (NYSE) and relayed pertinent and updated information regarding actively traded stocks from the trading floor to the trading desk.
- Established and maintained positions in equities in order to generate trading revenue for the firm; subdued erratic price swings by committing the firm's capital.
- Matched buyers with sellers in an efficient and unbiased fashion; maintained a fair and orderly market in a specified group of NYSE-traded stocks.
- Determined market sentiment via research, valuation, and data analysis; gathered relevant information and data, interpreted financial reports, and monitored international market performance.
- Fostered strong internal and external relationships; collaborated closely with sales staff and inter-dealer brokers, developed relationships with buy-side customers, and provided all interested parties, including Investor Relations Departments of publicly traded companies, with daily trading information.
- Welcomed guests of the NYSE and presented a "real time" tutorial on the Exchange's function.
- Maintained direct responsibility over sixty (60) Trading Assistants; provided ongoing leadership and support.
- Advised sales staff on optimal investment strategies in order to achieve immediate and long-term financial client goals; assessed changing client investment objectives and optimized yield on current assets.
- Consistently delivered a high-level of service, achieved company profitability, and exceeded fiduciary standards.

EDUCATION/AFFILIATIONS/HONORS

- Bachelor of Arts in American Studies - ABC College, Any Town, USA
- ABC College Board of Trustees (2003 - Present) & Annual Fund National Chair (1995)
- Inaugural Recipient, ABC College Alumni Club of Any Place's Young Alumnus of the Year Award (1999)