

# Running Resumes

## 617-123-4567

### Paul Revere

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#### Education

**Newport University**, Newport, RI  
BS in Financial Management  
Minor in Business Administration  
Overall GPA: 3.81 Magna cum Laude  
Dean's List: 8 Semesters  
Financial Management Department Award  
Business National Honors Society  
Delta Epsilon Sigma Member

May 2007

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#### Work Experience

**Business Corporation**, Quincy, MA  
Operations Specialist, Associate 2

2007-Present

- Responsible for timely and accurate control of security transactions
- Communicated and interacted with sub custodian banks
- Managed and controlled sub custodian holdings
- Resolved any trade discrepancies by liaising with various internal departments
- Trained new employees on required job duties
- Responded to Broker inquiries and requests for trade information
- Prepared balance papers at DTC closing, balancing credits and debits
- Calculated and organized monthly reclaim statistics
- Created monthly group account responsibility schedule
- Interacted with clients to solve trade issues
- Monitored share positions to ensure accurate settlement of security
- Transferred credit or debit amount to the appropriate account
- Handled various securities including fixed income, equities and derivatives
- Worked closely with internal departments to resolve exceptions and oversold positions
- Consistently met deadline for depository trust closing

**Mega Finance**, Newport, RI

2006-

2007  
Intern

- Performed office administration duties
- Researched and analyzed different mutual funds and stocks for clients
- Updated Employer Database
- Prepared diversified portfolio propositions for clients

**Braintree Properties, Inc**, Braintree, MA

2006

Accounting Assistant

- Developed and updated spreadsheets for each property managed
- Organized security deposit information and calculated tenant balances
- Balanced bank reconciliations for each property
- Developed work papers for audit

#### Relevant Skills

- MS Office: Word, Excel, PowerPoint, Access
- Internet Research
- Analytical Skills
- Problem Solving