
BROKER ASSISTANT RESUME

Objective:

To obtain a Broker Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Familiarity with laws, court procedures, legal codes, government regulations, and precedents
- Good understanding of methods and principles required for making great sales products or Services.
- Ability to perform designing, filling and typing.
- Ability to perform computations of mathematics
- Ability to use computer – Excel, MS word and PowerPoint

Work Experience:

Broker Assistant
R.J. O'Brien, Beaverton, OR
August 2005 to till date

- Assisted with execution of transaction orders.
- Computed and recorded transactions and opened and closed accounts.
- Answered client questions, provided market and accounts information.
- Performed basic market research, wrote research reports.

Broker Assistant
CSG Investments Inc., Beaverton, OR
May 2000 to July 2005

- Processed enquiries for then new and existed business.
- Prepared, amended, checked and sent policy documentation.
- Liaised daily with insurers that negotiated terms and changes to policies.

Education:

Bachelor's Degree in Business Management
St. Francis University, Loretto, PA

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