
Equity Trade Support Resume

Job Objective

Seeking a position as Equity Trade Support in an organization where I can apply my experience and efficiently contribute to the company's growth.

Summary of Qualifications:

- Profound working knowledge of domestic and international equity, fixed income, and derivative products
 - Strong understanding of basic accounting principles, brokerage accounting, and securities
 - Exceptional ability to develop process procedures across business, trade support and back office operations groups
 - Immense ability to guide, develop process and procedures pertinent to new products within the equities arena
 - Strong analytical skills to assess risk and drive complex issues to resolution
 - Excellent time management and prioritization skills
 - Excellent communication skills (both written and verbal)
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Work Experience:

Equity Trade Support, August 2005 – Present
Brown, Inc., Parsippany, NJ

- Maintained all transactions in product processors and risk systems.
- Created and reviewed daily trading activity.
- Reviewed and addressed issues raised by support areas.
- Processed reinvest settlements.
- Produced reports for customers, sales and trading.
- Liaised between Front Office and all areas of the firm.
- Identified efficiency improvements in all operational aspects of the business.

Equity Trade Support, May 2000 – July 2005
Finolex Corporation, Parsippany, NJ

- Ensured accurate posting of Corporate Actions in both Front and Back Office systems.
 - Expedited ad-hoc requests from the trading desk.
 - Timely investigated trade processing exceptions.
 - Partnered with traders, technology, financial control and other partners to resolve all breaks and issues on a timely basis.
 - Ensured timely settlement of trades carried out by traders in International markets.
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Education:

Bachelor of Science in Finance, Cincinnati Christian University, Ohio, OH

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