
FOREIGN EXCHANGE TRADER RESUME

Summary:

An exceptional professional who has a wide scope of client base and networks; has exposure to running an account, look at reports, read the press from different countries, and notably, fritter time on the phone; has a good grasp of the current trends in trading and currency exchange; knowledge in special projects as needed to support the compliance to department and business growth; has conferred with internal development team to design and utilize surveillance reports after determining criteria derived from policies and business requirements; has been involved in the monitoring accurate, systematic and updated compliance records and documentation consistent with the departments needs

Professional Experience:

Compliance Analyst January 2007 – Present
JumpTrading, Dallas, TX

Responsibilities:

- Performed daily stocks prior to market open using in-house system by compiling requests, submitting to stock loan and communicating allocated amounts to traders.
- Operated trading activity using real time email escalation software and various internal reports to examine self trading activity.
- Analyzed and compiled data into meaningful summaries, updated log files and identified trends in a timely manner.
- Monitored accurate, systematic and updated compliance records and documentation consistent with the departments needs.
- Organized and reviewed company processes to ensure compliance with laws and regulations.

Investment Operations Specialist May 2004 – December 2006
SunTrust, Dallas, TX

Responsibilities:

- Ensured foreign exchange trade capture activities are performed in accordance with business objectives.
- Served as backup to the team lead, monitored production workflows, providing guidance and assisting less experienced staff.
- Provided consultancy services to existing clients or prospect to guide them on money investment.
- Allocated exact commissions and maintained value-added relationships with brokers and research firms.
- Supported a foreign exchange process that maximizes on technology to access liquidity and reduce execution costs.
- Sustained exact and current trading records and reports to help resolve any trading issues.

Equity Trader February 1999 – May 2004
The Cambridge Group Ltd Dallas, TX

Responsibilities:

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Investment Operations Specialist May 2004 – December 2006
SunTrust, Dallas, TX

Education:

Masters Degree in Finance, University of Iowa, 1999
Bachelors Degree in Business Management, Rockefeller University, 1994

Skills:

- Ability to work hard, make fast and accurate decisions, and manipulate numbers
- Mathematics and Statistics majors

- Experience in a trading environment
- Good interpersonal skills
- International work experience or fluency in a foreign language
- Good at strong and immediate decision making

Responsibilities:

Foreign Exchange Associations, Member
American Financial Markets Association, Member

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