
FUND MANAGER RESUME

Summary:

A proactive individual with years of proven and successful fund management experience who has demonstrated notable practice of the prevailing principles and policies associated with fund management.

Professional Experience:

Fund Manager January 2006 – Present
National Association Management Group, Kennesaw, GA

Responsibilities:

- Proposed and facilitated meetings with Investors to discuss investment strategies.
- Managed clients regarding investment strategies.
- Researched markets and applied relevant findings gathered from investment analyst.
- Managed all aspects of the annual campaign.
- Produced monthly reports for the Board of Directors and Director of Funds Development.
- Supervised teams and reported monthly status of annual campaigns done and rolled out by group.

Stockbroker June 2002– December 2005
Accounting Network, Sunnyvale, California

Responsibilities:

- Gathered information about stocks, bonds, mutual funds, pension plans and other financial instruments.
- Evaluated the potential of financial instruments.
- Located potential clients who may be interested in selling or purchasing financial instruments.
- Developed investment plans based on the needs of a specific client.
- Maintained records of investments.
- Reviewed financial reports.

Loan Funder February 1995 – May 2002
Bloom Capital Management, New York, NY

Responsibilities:

- Proposed and facilitated meetings with Investors to discuss investment strategies.
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- Researched markets and applied relevant findings gathered from investment analyst.
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Accounting Network, Sunnyvale, California

Education:

Masters Degree in Business Administration
Finance Management, Yale University, CT, 1995
Bachelor of Science in Marketing
Yale University, CT, 1993

Skills:

- Knowledge in accounting and funds management
- Proficiency in both oral and written communication skills
- Ability to communicate clearly and articulate thoughts and ideas
- Proficiency in computer applications such as MS office (Excel, Word, PowerPoint)
- Knowledgeable in applicable laws, codes and regulations
- Team player, ability to work in a fast paced, multi-tasking environment, results oriented
- Fund-raising management software (Razors Edge, Orange Leap)
- Project management, strong computer and analytical skills

Awards and Affiliations:

Society of Investment Professionals' Investment Management, Members

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