INVESTMENT ANALYST RESUME

Job Objective:

To secure an Investment Analyst position in a well established organization with a stable environment.

Highlights of Qualifications:

- Good understanding of financial markets and institutional investing
- In-depth knowledge of the investment process across a range of asset classes
- Wide knowledge of various types of fixed income securities and derivative
- products
- Ability to prepare monthly and quarterly reports, exhibits, and other materials
- Ability to track and coordinate reports, statements, financials,

Ability to build good relationships with customers
Excellent analytical and critical thinking

Professional Experience:

Investment Analyst
Managers Investment Group, Dallas, TX
August 2005 – Present

- Collected, calculated and maintained performance and composite performance for all applicable investment products.
- Processed and reviewed daily performance for department and management review.
- Updated the securities and performance databases daily.
- Worked extensively in the collection of data and reports for the production of Fund Book, board reports and other reports.
- Assisted actively in analysis of investment data for decision making.
- Responded effectively to specific requests for data.
- Ensured that all data files on the intranet are updated on a timely basis.

Investment Analyst
Real Estate Investment Analyst, Dallas, TX
May 2000 – July 2005

- Conducted and performed extensive qualitative and quantitative due diligence on investment strategies.
- Compiled and updated meeting and conference notes.
- Sourced and analyzed new strategies and managers, monitored incumbent managers on the platform.
- Provided efficiently manager information and portfolio construction ideas.
- Provided educational and marketing content.
- Performed and provided alternative investments, private equity, real estate, derivatives, and risk management.

Education:

Bachelor's degree in Business Administration
University of Chicago, Chicago, IL

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