

FINANCIAL ACCOUNT EXECUTIVE

Financial Reporting ▪ Project Management ▪ Forecasting ▪ Cash and Securities Reconciliation ▪ ADR Settlements

Solutions-oriented, analytical candidate possessing a detailed knowledge of financial markets as well as international bank transaction management guidelines and regulations.

- Top-tier performer; consistently acknowledged for excellence in the professional and academic arenas.
- Extensive client interaction experience with detailed knowledge of Eastern European and Latin American markets.
- Accustomed to meeting deadlines within a team-oriented framework in high-pressure situations.
- Bilingual candidate; fluent in English and Spanish.

PROFESSIONAL EXPERIENCE

BANK OF ANYTOWN, ADR DEPARTMENT – ANYTOWN, USA

SETTLEMENTS ADMINISTRATOR

2006 – PRESENT

- Settle domestic and foreign ADR issuances and maintain relationships with custodian banks worldwide.
- Reconcile cash and securities positions to custodians, administrators, and counterparties; resolve cash discrepancies.
- Rectify failing issuances between the US brokers and foreign custodial banks.
- Provide conversion support from transaction initiation in local markets to ADR delivery.
- Review portfolio trading activity; ensure correct posting of trades in the accounting system.
- Coordinate with Sales Team personnel to deliver presentations to clients that cover the settlement process and the functionality of the bank's internal systems.
- Educate the investment community on ADR settlements and other financial issues.
- Team with custodian bank personnel and Bank of New York's IT personnel to improve the settlement process by gathering internal requirements to ad system functionality.

CITY OF ANYTOWN, MAYOR'S OFFICE – ANYTOWN, USA

COORDINATOR, NESC

2006 – PRESENT

- Coordinated the free tax assistance program for low income families; trained and managed a team of 40 volunteers.
- Maintained federal regulatory compliance; reviewed and submitted required documentation and identification to the IRS from all project beneficiaries.
- Collaborated with IRS to coordinate volunteer certification training twice per week.

GRASSROOTS CAMPAIGN – ANYTOWN, USA

FIELD MANAGER / CANVASSER INTERN

2004 – 2004

- Directed and coordinated canvassing efforts; played a key role in raising over \$150,000 in campaign contributions.
- Interviewed, hired, and trained canvassers; scheduled canvassing personnel and mapped routes.
- Counted and tracked all money raised on daily basis.

EDUCATION

Bachelor of Arts – International Political Economy (Finance minor)

University of Anytown ~ Anytown, USA ▪ 2005

- ACADEMIC AWARDS AND RECOGNITION - Dean's List, Academic Scholarship, President's Award for Outstanding Performance in a Government Internship.
- ACTIVITIES - Political Columnist for "The Papyrus" School Newspaper, Member of the International Awareness Club, Executive Secretary of Resident Hall Committee.
- SPECIAL PROJECTS
 - One of four seniors selected to present senior thesis to the entire university.
 - Participated in a model United Nations competition at Yale.

SOFTWARE KNOWLEDGE

MS Word ▪ MS Excel ▪ MS PowerPoint ▪ Internet Research ▪ Type 60 WPM

▪ ▪ ▪