

Jane Doe

ACCOUNTS PAYABLE AND SEC REGULATIONS SPECIALIST

CONTACT

email@email.com

(000) 000-0000

City, ST

EDUCATION

**Associate of Science: Computer
Programming**

University, City, ST

2012

CORE COMPETENCIES

Accounts payable

Organizational skills

Customer relations

Account reconciliation

Problem-solving skills

Training and development

SEC regulations

Analytical thinking

Customer service

Intuit QuickBooks

Time management

Communication skills

Microsoft Office & Excel

Risk management

Market research

EXECUTIVE SUMMARY

Accomplished operations associate with more than 13 years of versatile experience in leveraging strong problem-solving, organizational, and analytical thinking skills to streamline daily operations and implement growth at all levels of the respective company. Proven track record of success in assisting sophisticated money managers and high-performing teams to deliver value-added risk management solutions and providing timely as well as appropriate completion of assigned projects. Possesses the ability to multitask, prioritize, and thrive in a fast-paced, deadline-driven environment, simultaneously adjusting to fluctuating workloads as well as enforcing adherence to the company's goals, standards, and regulations. Demonstrates the ability to effectively train, manage, and supervise cross-functional teams, concurrently fostering trusting, lasting, and mutually beneficial relationships with various stakeholders. Assumes responsibility for performing numerous administrative tasks to support the execution of day-to-day activities. With a strong sense of accounts payable and account reconciliation combined with analytical reasoning and a customer-oriented approach, eager to master new challenges and contribute to the overall growth of the organization.

PROFESSIONAL EXPERIENCE

Operations Associate Company

**09/17 – Present
City, ST**

- Utilizes strong problem-solving and organizational skills with the goal of auditing and documenting all processes and regulations for the new accounts opening procedures
- Partnered with banker analyst to streamline new account openings and manage timely initiation of all new client onboarding tickets
- Analyzed, evaluated, and ensured adherence of the client's corporate structure to appropriate investment strategy.
- Facilitates collaboration with accountants, attorneys, incorporated agencies, insurance companies, brokers, and trustees, simultaneously serving as a liaison between clients and providers.
- Participates in training and development processes to educate new team members as well as brokers on applying due diligence procedures, navigating the system, conveying relevant knowledge to diverse groups of clients, and managing the company's system.

Operations Associate Company

**01/14 – 08/17
City, ST**

- Partnered with a financial advisor on analyzing client network, net income, and product suitability while creating innovative solutions for all identified issues.
- Coordinated counterparts and processed the transfer details, including ACAT, DTC, Free receive and Delivery for securities.
- Evaluated the performance of high-risk jurisdictions such as PEP (Political Expose Person), and monitored employee accounts for suspicious actives and unusual account performance issues.

Administrative Assistant Company

**01/13 – 01/14
City, ST**

- Coordinated numerous functions of the office, including scheduling, court appearances, depositions, litigation, and client meetings.
- Planned, evaluated, and coordinated relevant data and logistics for board meetings, committee meetings, and staff events.
- Managed litigation and investigation documents to maintain document inventory and preserve the integrity of the originals as well as copy sets.