

CLIENT NAME

Street Address • City, State, Zip
777-777-7777 (cell) • email@email.com

Project Manager • Project Lead • Business Analyst • Operations Management

Hands-on technical leader, business analyst, and project leader with extensive experience in designing systems and applications, managing complete software development life cycles (SDLCs), and coordinating project teams. Expertise in analysis, testing, debugging and requirements gathering. Familiar with financial services and banking industries. Highly knowledgeable in wide variety of development tools and languages. Consistently deliver excellent documentation, communication, and mentoring skills. Bilingual: English / French.

Project Management • Application Design & Planning • Systems Design • SDLC Management
Expertise in Web 2.0 Technology/Trends • Documentation • Technology Integration • Performance Tuning
Financial Analysis • Requirements Gathering • Credit Analysis • Project Management • Debugging
Team Development & Management • Training & Development • Business Development

PROFESSIONAL EXPERIENCE

CONFIDENTIAL, New York, New York • 2000-Present

A technology company specializing in Artificial Intelligence (AI), data-mining, and institutional financial web services.

Operations Manager / Co-Founder – COMPANY A (2005-Present)

Orchestrate operations for this independent financial research company specializing in soft-dollar payments. Devise operational performance for an Internet tool, optimizing resource utilization, and process benchmarking. Structure and author sales materials and training manuals. Collaborate with end-users to elevate business development processes and direct account management. Record and devise tutorial videos. Host monthly strategy meetings.

Key Accomplishments:

- Championed partnerships with 80+ investment banks and top independent financial research firms.
- Cultivated relations with USA, Canada, Europe, South America, Asia and the Middle East.
- Wrote and submitted website content (text) and press releases to build and develop brand.
- Secured and negotiated large and small scale IT projects and consulting engagements.
- Conducted requirements gathering, design, layout, architecture planning and project development.

Business Development Manager – COMPANY B (2000-Present)

Chief support for this Internet-based pricing and analytics system for High Yield bonds. Mentor, supervise, and manage 6 programmers, sales, and administrative staff. Secure client firms (100+ to date). Coordinate system architecture and design. Propel and elevate service / brand management.

Key Accomplishments:

- Successfully built relationships with key clients engaged in high yield bond markets and financial services throughout the US, UK, France, Italy, Germany, Israel, Hong Kong, China, and Japan
- Excelled in lead generation, search engine optimization, customer relations building and account management.

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UBS, New York, New York • 1998-1999

Analyst

Monitored credits for the Distressed Debt Department portfolio and a CDO, leading \$1.2B of UBS's proprietary monies. Finalized and delivered investment recommendations of private and public debt and modeled projected cash flow valuations. Assessed relative value and credit quality.

Key Accomplishment:

- Promoted to sole analyst due to excellence in support, financial analysis, and operations coordination.

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Early experience: Junior Analyst for Bankers Trust, 1997-1998. Associate for Winged Keel Group (Insurance benefits for Institutional Investment Bankers), 1996-1997. Details on request.

EDUCATION & CREDENTIALS

BA, Philosophy

University of California, Santa Barbara, California
Honors: Phi Sigma Tau (National Philosophy Honors Society)

TECHNICAL SKILLS

Hardware: PC, Mac, Bloomberg

Programming Languages: HTML; VBA; SQL; XML/RXML; FIX Protocol

Tools & Software: LucidCMS (SQL); OpenOffice (Writer, Impress, Math); MySQL; QuickBooks; TaxAct; ACT! as well as a proprietary contact management system developed in-house; Adobe; Inkscape; Yugma/GoToMeeting/Webex and other co-browsers; CamStudio