

## Objective

Relying on my tenure in the mortgage banking industry, over the last several years I have begun to transition professionally into the role of an Organizational Developer. Educational background has resulted in invalidated, applied knowledge through successful interventions and growth. Utilizing various I/O methods, yielding anticipated results, and achieving goals for both myself and the organization I am steadfast in my abilities and eager to be considered for the position.

## Skills

Organizational Development, Mortgage Banking, Asset Management, Training.

## Work Experience

### Assistant Trader

**ABC Corporation** - 2014 – 2014

- Assistant to the VP of Secondary Marketing.
- Prepared commitments for new and expiring rate locks as a correspondent in wholesale and retail lending.
- Managed all broker pipelines and commissions for reporting, tracking, and compensation.
- Recovered over \$30,000 in a three-month period from identifying tax discrepancies resulting in more direct involvement with the accounting department.
- Worked various positions throughout my career at DLJ.
- Started as a secretary and quickly worked my way up to working on the Nasdaq trading desk.
- Co-managed over 130 positions in large market-maker account.

### Assistant Trader

**Delta Corporation** - 2011 – 2014

- Managed option position by continually assessing risk and making required trades in interpersonal and web-based environments, using risk analysis .
- Operations Analyst 1995-1998.
- Series 7,63 Assisted two institutional traders, execution, portfolio management.
- Monitored daily market papers, news events, block executions.
- Served as back up for traders Built and created list of equities for traders All back office functions, including trade discrepancies working with .
- Assisted senior management trader in all aspects of market making in active NASDAQ securities (including Amgen, Bradcom, Ciena, DoubleClick, eBay, .
- Provide customize support for the Federal Funds Trading Floor.

## Education

BS In Project Management