ROBERT SMITH

Brokerage Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Dynamic and result-oriented individual with 7+ years of Technical Recruiting experience, focused in the placement of Software Engineers, Project Managers, Architects, Network & Security Engineers, Web Developers, Quality Assurance & Test Engineers, Project & Program Managers, Development Managers, and Business Analysts.

CORE COMPETENCIES

Recruiting, Sourcing, Human Resources.

PROFESSIONAL EXPERIENCE

Brokerage Assistant
ABC Corporation - 2006 – 2008

Key Deliverables:

- Assisted brokers on a book of 1000+ client accounts within the private client group.
- Prepared tickets for assets and verified transactions are properly processed.
- Assisted in trading, implementing investment reviews and asset allocation processes.
- Researched market values, calculated navs and reconciled trust accounts.
- Processed trade corrections, daily trades of stocks, bonds and mutual funds.
- Reviewed account balances to ensure proper trade posting by brokers.
- Reviewed resumes and assisted with new hire recruiting and training.

Brokerage Assistant
Delta Corporation - 2001 – 2006

Key Deliverables:

- Provide personalized and immediate support to advisors brokerage activities, including Margin, Account Transfers Assist Financial Advisors over the .
- Maintain account files up to date.
- seasonal, project-based) Provided administrative support to the broker in charge Processed real estate listings, contracts, conducted real estate .
- Day to day administrative duties supporting three senior brokers including Marketed and maintained multiple commercial office listings and toured .
- Support Executive Managing Director and a team of brokers with design, production, and distribution of marketing materials including proposals, .
- International import billing.
- Entering loads, contacting drivers, answering phones, providing updates to buyers and sellers, and scheduling appointments.

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EDUCATION

BA In Business Management Program

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