ROBERT SMITH

Corporate Actions Specialist

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

SUMMARY

Seeks to obtain a permanent career that provides challenging assignments as well as growth opportunities that will motivate to contribute to the productivity of the company and further develop skills.

CORE COMPETENCIES

SunGard XSPrisa, Oracle Siebel, SQL Server, EMC Documentum.

PROFESSIONAL EXPERIENCE

Corporate Actions Specialist

ABC Corporation - April 2005 – June 2008

Key Deliverables:

- Utilized Beta and spy view system software to access client financial data process voluntary reorganizations and balanced accounts for stockbrokers.
- Corresponded with brokers in order to complete account updates and discuss market fluctuations.
- Verified securities information to ensure compliance with SEC, governmental, and bank regulations.
- Processed these events within a week turn around with deadlines through DTC (Depository Trust Company).
- Create various financial events to be processed and sent out to clients.
- Managed proxy voting services for several large global investment managers and pension funds.
- Responsible for accurate completion of cash and security payments due to the clients resulting from corporate actions.

Corporate Actions Specialist

Delta Corporation - 2003 – 2005

Key Deliverables:

- Utilized Beta and spy view system software to access client financial data process voluntary reorganizations and balanced accounts for stockbrokers.
- Corresponded with brokers in order to complete account updates and discuss market fluctuations.
- Verified securities information to ensure compliance with SEC, governmental, and bank regulations.
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EDUCATION

Certificate in Paralegal - 2011(Community College of Allegheny County - Pittsburgh, PA)

2259 Oak Street, Old Forge, New York, 13420

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