ROBERT SMITH

Registered Representative/Analyst

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

SUMMARY

Highly qualified Registered Representative with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

CORE COMPETENCIES

Asset Management, Business Development.

PROFESSIONAL EXPERIENCE

Registered Representative/Analyst

ABC Corporation - 2012 – 2012

Key Deliverables:

- Provided outstanding customer service while assisting with requests.
- Analyzed financial information obtained from clients to determine strategies for meeting clients financial objectives.
- Recommended solutions within customer budgets and proactively followed up with all leads.
- Identified prospective customers using lead generating methods Helped clients in selecting important investment opportunities by assessing the short term and long term goals, maintaining a balance between assets and liabilities.
- Responded to customer inquiries a timely fashion and resolved any issues efficiently to ensure loyalty, referrals and business.
- Utilized superior communications skills to best serve clients and to develop effective working relationships with peers, executives and clients to the mutual benefit of all involved.
- Fostered important networking relationships with both clients and colleagues through leadership and responsibility.

Registered Representative

ABC Corporation - 2009 – 2012

Key Deliverables:

- Interview clients to determine clients assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.
- Identify potential clients, using advertising campaigns, mailing lists, and personal contacts.
- Prepare documents needed to implement plans selected by clients.
- Review all securities transactions to ensure accuracy of information and conformance to governing agency regulations.
- Inform and advise concerned parties regarding fluctuations and securities transactions affecting plans or accounts.

2259 Oak Street, Old Forge, New York, 13420
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- Contact prospective customers to determine customer needs, present information, and explain available services.
- Develop financial plans based on analysis of clients financial status, and discuss financial options with clients..

EDUCATION

- Bachelors of Science in Finance - 2008(The College of Saint Rose - Albany, NY)

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