

ROBERT SMITH

Trade Assistant

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To obtain a position in a company where my skills and experience may be utilized to benefit the company where employed as well as providing room for growth and learning.

EXPERIENCE

Trade Assistant

ABC Corporation - SEPTEMBER 2007 - JUNE 2009

- Input Same Day Trade Entries (Sales & Purchases) Input Transfers to & from checking accounts.
- Entering cash transactions on Cash Blotter.
- On a monthly basis, print Advent reports & mail or e-mail to various departments.
- Type, format & proofread memos upon request.
- Input Wires & send out to various areas.
- Transcribing information for daily transactions via telephone.
- Faxing Wires to (Trust Product Management) & calling to confirm receipt.

Trade Assistant

Delta Corporation - 2006 - 2007

- Execute assistant functions in a growing trading firm.
- Initiate and implement logistics in trading assistant functions.
- Initiate, coordinate and execute trading operations of a trading company.
- Conduct research and provide constructive feedback to the trading company.
- Supervise and coordinate timely inputs by trading desk.
- Schedule and handle meetings between traders, suppliers and buyers.
- Coordinate and support other trading staff in their daily activities.

EDUCATION

- Diploma in Psychology & Liberal Arts - (College of New Rochelle)

SKILLS

Microsoft Office, Bilingual - Spanish.

