ROBERT SMITH

Wealth Management Associate

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SUMMARY

Managing and Monitoring sales efforts daily to ensure goals are being met consistently, while reporting to senior management with various business proposals with regards to sales cycles, and also Resulting in the client transferring $1.3 million to CBIZ for management.

CORE COMPETENCIES

Accounting, Client Service.

PROFESSIONAL EXPERIENCE

Wealth Management Associate

ABC Corporation - July 2010 – September 2015

Key Deliverables:

- Worked with a team of wealth advisors, and trust officers to initiate sales cycles and grow accounts with new and existing clients with $2M liquidity and/or $5M and plus net worth.
- Served as a main point of contact for all client requests and account needs, while supporting and overseeing a portfolio of over $50M Work with Trust officers to conduct day-to-day trust transactions, legal filings, and court accountings.
- Drafted, prepared and submited annual account statements of trust transactions for compliance with local courts for annual audits.
- Created and conducted client presentations with financial planners to discuss service solutions Ensure files and documents are in compliance with FDIC and SIPC regulations as well as the BB&T policy.
- Generated balance reports and monitor transactions to ensure adequate account funds for on-going business.
- Generated quarterly discretionary distribution reports for upper management compliance and approval.
- Coordinated and participated in annual Wealth Clientele events to maintain, network, and strengthen relationships.

Wealth Management Associate

Delta Corporation - 2006 – 2010

Key Deliverables:

- Conducted market analysis in order to develop appropriate investment strategies Contacted prospective clients over to obtain .
- Performed wide variety of support functions, serving as liaison between broker and client profile manager.
- Open accounts and transfer assets.
- Met close deadlines, organizing and reviewing applications for account opening process.
- Updated client information in database.

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- Communicated with clients on fees, payment structures and other financial decisions Recommended strategies on accounts ranging from $1- $250k of .
- Skills Used Technical skills People skills Communication skills Analytical skills Sales skills Creative skills.

EDUCATION

- B.S In Finance

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