

Sample Ops

123 Address Rd

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OBJECTIVE To secure a position in the operations department at A FIRM, Calgary. To apply my extensive experience while enhancing my knowledge, and to attain personal growth and satisfaction in your employ.

WORK EXPERIENCE

Capital Finance Partners Limited

2000 – 2002

Position: Operations Manager

- Managed Operations Department (2-3 employees)
- Trained employees in the operations area for all functions of the dept.
- Troubleshooter/liaison for Retail Sales dept.
- Opened all new accounts
- Senior customer/client representative
- Provided backup on trading desk
- Syndication/new issue processing
- Administered all registered plans
- Processed all re-organization for client accounts (offers, exchanges, etc.)
- Processed account transfers
- Processed all client accounting (deposits, cheques, journals, etc.)
- Ops generalist for self clearing firm

Large Firm Capital Inc.

1983 – 2000

Position: Senior Operations / Client Service Administrator

- Senior customer/client representative
- Processed all securities (to and from Head Office)
- Assisted in processing all client accounting (deposits, cheques, journals, etc.)
- Troubleshooter/liaison retail/client inquiries
- Provided back-up for trading desk
- Opened new accounts
- Specialized in estate processing
- Trained new employees
- Provided credit/compliance back up
- Processed account transfers in and out (through Head Office)

Small Firm Securities Limited

1981 - 1983

Position: Operations Administrator

- Responsible for manual operational functions for a 6-person office
- Processed work manually to be sent out for data entry processing daily
- Processed all dividend claims/box counts manually
- Responsible for all cage functions as sole person in department
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EDUCATION

- Currently enrolled in the Canadian Securities Course (2002)
- Completed Canadian Operations Course (1986)
- Graduated Grade 12, high school Institute, receiving bursary for highest marks in regular academic classes for Grade 12 (1979)

Software SKILLS

- Windows 1998 – 2000,
- ISM,
- Microsoft experience
- Dataphile/ execlear
- Fundserv
- CDS

REFERENCES

- Supplied on request