

Your Name

Your address

Comes here

Your home phone number and cell phone number

You email address

OBJECTIVE:

Senior Researcher position in an organization where a strong analytical skill and deep knowledge of financial industry are needed.

SUMMARY:

Highly motivated and detail oriented financial researcher with excellent client management skills and a talent of analyzing trends of market. Expertise in all areas of financial product. Seeking a challenging position in financial industry that offers extensive opportunities, which directly affect critical finance, investment, and economic policy making.

WORK EXPERIENCE:

ABC Data Inc., New York, New York 12/2000- Present

Research Specialist

Ascertain and research primary market information on new municipal bond securities. Major functions consist of the following:

- Obtain first hand information on new securities with lead underwriters, financial advisors, bond counsels, issuers, etc.
- Perform researches and verify information with Bloomberg, Thomson Financials, Rating companies (Moody, S & P, and Fitch), Bond Buyer, Munistatements, Official Statements, etc.
- Research, update, and verify cusips for new securities
- Respond to client inquiries and requests for data used for pricing securities, corporate actions and decision making
- Perform analysis of international financial markets focusing on movements of major
- Prepare monthly market report and perform translation of financial research documents from English to Japanese

ABC, INC., New York, New York 9/98-5/00

Administrative Support/Manufacturing Operations Coordinator

Support the overall process of software production, manufacturing and shipping operations for software clubs, bookfairs, and retail CD-Roms. Major duties consisted of the following:

- Analyzed weekly/monthly retail sales reports
- Generated inventory report on a monthly basis
- Placed purchase orders and follow through with vendors on delivery dates and job status

SKILLS:

Computer Skills: Windows 98, Word, Excel, PowerPoint, Access, AS400, MS Online Applications

Language Skills: Fluent in English and Japanese

EDUCATION:

XYZ UNIVERSITY, XXX SCHOOL OF BUSINESS, New York, New York

Master of Business Administration, May,1998

Majors: Finance/International Business

ABC UNIVERSITY, Boston, Massachusetts

Bachelor of Business Administration, December 1995

Majors: Banking and Finance/International Business

Minor: Economics

REFERENCE:

Available upon request

