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EXPERTISE SKILLS

- transaction oversight
- compliance analysis
- operational leadership
- risk assessment
- training and development
- software proficiency

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Bachelor of Arts in Economics - Stanford University, 2013

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

CLEARING AND SETTLEMENT SUPERVISOR

Seasoned clearing and settlement officer with a comprehensive understanding of financial markets and transaction processing. Demonstrates an unwavering commitment to excellence and a proactive approach to identifying and mitigating risks within financial operations. Expertise in leveraging technology to optimize workflows and enhance accuracy in settlement procedures. Exceptional communication and negotiation skills, facilitating effective collaboration with various stakeholders.

PROFESSIONAL EXPERIENCE

Metro Securities

Mar 2018 - Present

Clearing and Settlement Supervisor

- Supervised daily operations of the clearing department, ensuring compliance with industry standards.
- Implemented process enhancements that decreased settlement times by 20%.
- Conducted training for new hires on clearing and settlement protocols.
- Coordinated with risk management to identify potential operational hazards.
- Prepared and presented monthly performance reports to senior management.
- Maintained relationships with external partners to facilitate smooth transaction processes.

Equity Exchange

Dec 2015 - Jan 2018

Transaction Settlement Specialist

- Managed the settlement of equity transactions, ensuring accuracy and timely execution.
- Collaborated with trading teams to resolve discrepancies and streamline operations.
- Utilized advanced software tools to monitor transaction flows and reporting.
- Participated in regulatory training to stay updated on compliance requirements.
- Assisted in the development of internal policies to enhance operational efficiency.
- Provided analytical support for settlement data to inform decision-making.

ACHIEVEMENTS

- Recognized for leading a project that streamlined settlement processes, achieving a 30% reduction in processing time.
- Awarded the Outstanding Team Leader accolade for exceptional team management and performance.
- Successfully enhanced the compliance framework, resulting in improved audit outcomes.