

Summary: 8+ years of financial service experience, including 5 years operations.
Seeking customer-facing or support role. Open to new industries, including nonprofit.
Brokerage, bank, and boutique experience.

Skills: investment management, portfolio administration, securities trading, sales, public speaking,
Excel, Word, Outlook, PowerPoint

Experience:

Westlake, Grahl, and Glover (Ameriprise) 2017 - 2018
401(k) Assistant Granite Bay, CA

- Assisted the largest 401(k) practice and team in Ameriprise (50+ clients, \$180MM+ AUM)
- Prepared materials for all Investment Committees, Employee Education, Enrollment meetings
- Evaluated portfolios, facilitated plan fund changes across 15 recordkeeper platforms
- Facilitated plan design changes across 10 TPAs
- Serviced all participant distributions and inquiries

Monroe Personnel Service, LLC & Temptime 2015 - 2017
Temporary Employee San Francisco, CA

- Assignments included Sephora HQ (IT Help Desk), Fitch Financial Advisors, Farmhouse Investment Management, Tableau Software, The Presidio Trust, Sales 2.0, Rosenberg Foundation, Applied Financial Analytics

Merrill Edge / Bank of America 2012 - 2014
Assistant Vice President, Financial Solutions Advisor Berkeley, CA

- Series 7, 63, 30, 31, and CA Life & Health Insurance licenses
- Ranked #1 of 749 advisors in Merrill Edge sales, September 2013
- Bridged bank-to-brokerage service and face-to-face advice on accounts up to \$250,000
- Sold equity/fixed securities, non-discretionary portfolios, online brokerage, Merrill Lynch
- Presented retirement planning seminars to groups up to 150 people
- Served as licensed advisor for multiple retail branches and as own operations assistant

Rayner & Haynor Investment Counselors 2008 - 2011
Portfolio Administrator Mill Valley, CA

- Series 65 license
- RIA Operations: Reconciliation, performance servicing for HNW accounts up to \$40MM
- Traded securities using Schwab systems, bond brokers, Bloomberg
- Cost basis, tax returns, proxies, class actions, phones, reports using Advent Axys
- Compliance: Forensic testing, office calendar scheduling, documents, reports
- Supported Owner, President, VPs: client presentations, IT support, newsletter editing

Education: University of California, Berkeley
Bachelor of Arts in Mass Communications
Professional Certificate in Personal Financial Planning (CFP education)

Community: Foster at Placer SPCA, Leader of Human Awareness Institute,
Avid Member of Toastmasters Intl, BloodSource Donor, hot yoga, adult dodgeball