

**Your Name Here**

1234 MyAddress Dr.  
MyCity, MyState MyZip  
(MyAreaCode) MyPhone  
youremail@youremail.com

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**INTEREST**

**Financial Operations**

Solid technical understanding of financial instruments, trading, and operations. Excellent memory for policies, procedures, and details. Excellent training and supervisory skills. Efficient and accurate.

**EXPERIENCE**

**Smith Exchange, New York, New York**

**Floor Broker, NYSE** June 1995-Present

Hand-picked for this position by Chief Executive Officer. Execute orders on the floor of the NYSE. Relay information on market conditions to clients, solve problems as they arise. Supervise Floor Manager, Wire Operators, and Runners.

**Order Desk Clerk, Cincinnati OH** January 1991-May 1995

Coordinated between floor brokers and international clients on options transactions. Also cross-trained as an Assistant on the Currency Desk, interacting with Canadian and US-based currency traders. Worked full time while completing a degree in night school.

**Stock Associates, Syracuse, NY**

**Stock Options Clerk (Intern)** June 1990-December 1990

Coordinated between brokers and traders to ensure accurate trading on accounts. Verified margin accounts stayed within credit limits. Communicated directly with clients as necessary. Balanced and posted trades to accounts daily.

**Michael Skinner & Company**

**Sales Assistant (Intern)** March 1990-May 1990

Sales assistant to a major equities broker. Handled customer inquiries and requests for quote, prioritized and qualified incoming calls, gained knowledge of investment instruments. Also did some cold-calling on behalf of the broker.

**EDUCATION**

**Syracuse University, Syracuse, NY**

**B.A., Finance, 1995**

**REFERENCES**

Provided upon request.