

Maye Lockman

7037 Keen Park, San Francisco, CA • Phone: +1 (555) 178 9324

EXPERIENCE

INVESTMENT BANKING ANALYST / ASSOCIATE

Houston, TX

11/2015 – present

- Collaborating with Global Portfolio Management to manage the portfolio and individual client risk
- Working with management on transaction terms
- Develop and update analyses to support marketing activity, and coordinate with bankers on delivery of project work
- Source and create pitch and marketing material, liaising with product partners and the Bankers
- Involved in day to day project management and execution support
- Monitoring calling plans to ensure business development is pursued across the client base and that deals are replicated
- Building detailed financial models and performing financial and valuation analysis and preparing presentation materials

CIB-INVESTMENT BANKING ANALYST

Chicago, IL

08/2010 – 07/2015

- Provide project management support to senior team members
- Providing project management support to senior team members
- Day to day management of transaction work streams
- Working as a part of the deal team to support seniors in deal origination and execution
- Develop and service financial models
- Leads by example with attitude and work ethic
- Building a strong network both internally and externally

INVESTMENT BANKING ANALYST

Los Angeles, CA

03/2004 – 05/2010

- Developing relationships with peers in other organisations, including other advisors in order to develop market awareness and build a network
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- Assist with attracting a quality workforce, i.e. college recruiting activities
- Identification and implementation of process improvement opportunities based on feedback from team members and active monitoring of key performance indicators
- Work in a team environment and develop relationships – both internally and externally
- Create pitch books and other presentation materials, cover market research and perform due diligence
- Performing various control related functions such as SOX, self-audit, periodic reconciliation, production & reconciliation of management reporting, etc

EDUCATION

UNIVERSITY OF CALIFORNIA, SAN DIEGO

Bachelor's Degree in Finance

SKILLS

- Solid financial analysis skills, with the ability to produce accurate presentation material quickly (you get it, and can communicate it to others)
- Strong work ethic, exceptional attention to detail, and ability to manage multiple deadlines under pressure
- Extraordinarily high level of focus on work quality and attention to detail
- Detail-oriented, organized and able to work as part of a team
- Detail oriented and very good problem solving skills
- Ability to work on several projects concurrently and possess the desire to learn quickly in a fast-paced and dynamic environment
- Strong attention to detail
- Microsoft Excel proficient (Pivot tables, V-Look Ups, Macros, etc.)
- Strong communication skills (both written & verbal) at all organisational levels - Attention to detail and clarity
- Strong interpersonal skills, flexibility and ability to work well in teams