

Jessica Claire

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CAREER FOCUS	Hard-working, experienced and focused. Well-organized and dependable with exceptional work ethic. Dedicated to delivering the highest quality of service. Reliable and conscientious.		
SUMMARY OF SKILLS	<div><ul style="list-style-type: none">• Skilled negotiator• Corporate finance• Financial forecasting• Excellent managerial techniques</div> <div><ul style="list-style-type: none">• Calm under pressure• Effective time management• Strong organizational skills</div>		
ACCOMPLISHMENTS	Instrumental in Industry leading Outsourcing program for Investment Banking Information Services Speaker at the 2003 Women On Wall Street Conference		
PROFESSIONAL EXPERIENCE	VICE PRESIDENT IN INVESTMENT BANKING		10/1998 to 07/2005
	Bear Stearns & Co City, STATE Co-manged the Information Services division of Bear Stearns. Managed a staff of 40 employees responsible for assisting Investment Banking professionals, as well all other divisions within Bear Stearns. Was responsible for managing multi-million dollar financial services contracts.		
	SENIOR INFORMATION SERVICES RESEARCHER FOR INVESTMENT BANKING		04/1994 to 09/1998
	Bear Stearns City, STATE Was a senior Information Services Researcher. Responsible for working directly with senior bankers. Supported and trained bankers (all levels) on information services databases.		
EDUCATION	Associate of Science Behavioral Sciences Concordia College, Bronxville, New York		1994
PROFESSIONAL AFFILIATIONS			