

# ASSISTANT BANK MANAGER

Jennifer Roy

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## SUMMARY

Proactive temperament, fast learner, reliable and dependable with high personal standards and attention to detail. A good communicator and committed team worker, adaptable, flexible and with the initiative to develop urgent solutions. Experienced in working under pressure in a highly stressful environment with short deadlines.



## WORK EXPERIENCE

### ASSISTANT MANAGER, INVESTMENT BANKING DEPT.

STATE STREET  
2011-05 - PRESENT

- Executing the IPO process of Silergy Corporation valued NTD 192 Billion.
- Preparing of pitching materials and corporate finance proposals and mandates.
- Analyzing industry situation and macroeconomic situation for due diligence.
- Coordinating across the Procurement, Finance, Sales and IT departments for due diligence.

### EXECUTIVE ASSISTANT

TD BANK  
2008-05 - 2011-04

- Scheduled meetings and conferences.
- Maintained PMP records, R&R, increment and bonus letters.
- Liaised with administration, HR and other support groups.
- Business travel arrangements.
- Kept a track of all the official expenses.
- Arranged town halls and skipped levels of Petty Cash.
- Prepared PPT presentations.

### ASSOCIATE FINANCIAL ADVISOR

PNC  
2005-06 - 2008-04

- Responsible for all aspects of an account including cold calls, relationship management, product demonstrations, sales closing at current clients as well as prospective clients.
- Achieved 100% of sales target, and awarded Performance Progress Award.
- Co-worked with marketing department and researchers on a weekly market report, executing promotion activities for fund sales, and assisting in investment seminars.



## EDUCATION

### MBA

STANFORD UNIVERSITY  
2005