

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

- Skilled negotiator
- Corporate finance
- Financial forecasting
- Excellent managerial techniques
- Calm under pressure
- Effective time management
- Strong organizational skills

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

1994

Concordia College, Bronxville, New York

PROFESSIONAL AFFILIATIONS