## **Robert Smith**

# Senior Vice President & Chief Operating Officer

Phone (123) 456 78 99
Email: <a href="mailto:info@qwikresume.com">info@qwikresume.com</a>
Website: <a href="mailto:www.qwikresume.com">www.qwikresume.com</a>
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road. Alabama

#### **SUMMARY**

Senior Vice President & Chief Operating Officer with a vast managerial & financial background. Self-motivated and skilled in the management of business units, budget plans, vendor relations, projects, operating system/product implementations, and system/vendor conversions. Leadership skills in personnel development, employee relations, team building, & problem-solving. Excellent verbal and written communication and networking skills. Service-oriented with strong dedication and enthusiasm, professionalism, and work ethic.

#### **SKILLS**

Excel, Word, Powerpoint, Strategic Planning, Financial Analysis, Financial Management

#### **WORK EXPERIENCE**

#### Senior Vice President & Chief Operating Officer

The Bank Of New York Mellon Corp - 2000 - 2019

- Created and managed tools that detected risk control gaps prevented and drove identification and resolution of risk issues.
- Established and presented related reports to board and senior management.
- Representative activities include Introduced and managed the annual risk self-assessment process across all risk categories, including market, credit, operational, strategic, and reputation risk.
- Created and issued a quarterly key risk indicators report and a monthly risk report, delivered by the Chief Risk Officer to the board of directors and senior management committee, summarizing the status of and outlook for various risk categories.
- Hired, trained and managed a group of 17 professionals to oversee the introduction and operation of corporate-wide standards and programs to control Mellons risk activities in operational, market and strategic risk.
- Managed centralized credit administration and reporting.
- Recognized for the design and implementation of a company-wide approach to the identification, measurement, and control of operational risk, including the corporations first quantitative assignment of economic capital to those operational risks.

#### **SENIOR VICE PRESIDENT**

ABC Corporation - 1995 - 2000

- Forged relationships with vice presidents of risk and operations to introduce insurance programs to high-end corporate clients.
- Developed a book of business that grew from \$3M to \$15M, contributing to over half of business growth.
- Designed and developed a program for Worldwide Charter Yacht fleets that realized \$3M+ in premiums.
- Created and implemented a liability program for tour operators worldwide with major cruise lines that generated \$7M+ in premiums.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.

### **EDUCATION**

Bachelors of Science - 1994