

Project Manager/Business Analyst, IT Security Project Manager/Business Analyst, IT Security Project Manager/Business Analyst, IT Security - Jefferies via Simeio Solutions Teaneck, NJ Work Experience Project Manager/Business Analyst, IT Security Jefferies via Simeio Solutions - Jersey City, NJ July 2018 to Present Managed build the bank initiatives on behalf of Jefferies business lines. Partnered with all levels of management information technology, fixed income, investment banking, and compliance to enhance their bau logistics. Responsible for managing 15 developers, 6 project boards, and ensure delivery on business deadlines. Worked closely with Compliance, external audit, and IT risk to stress test the firm's global information security policies. Provided statistical reports of ongoing projects to senior management and developer metrics to track performance. Engaged the firm's business line stakeholders to understand and synthesize business requirements to improve operational efficiency. Responsible for onboarding any new applications identified by external audit as critical into the global information security policy and control protocols. Developed documentation work flows to illustrate newly enhanced logistics. Created runbooks for operational teams to properly execute new workflows. Held tri-weekly scrum calls to manage project deliverables, understand development issues, and re-prioritize according to priorities set by the different business lines.

Interest Rates Derivatives, Sales Assistant, Associate Goldman Sachs - New York, NY May 2015 to April 2018 Monitored over 400 interest rate derivatives and 25 structured trades daily ensuring client satisfaction. Presented client enhancement strategies to different levels of management. Reviewed broker and paper confirmations to ensure trade economics tie out with clients. Worked closely with middle office, technology, and trading to test and implement post trading workflow enhancements. Coordinated with KYC, legal, and Markitwire admins to ensure smooth onboarding process to meet client expectations. Partnered with all levels of management to provide top tier service for our client's interest rates derivatives business. Allocated \$2 billion in notional on a daily basis on behalf clients block accounts via Goldman Sachs' front end systems. Handled all calls from LATAM clients and remained transparent to sales to in order to fulfill their orders. Supported sales and trading in all phases of post trade execution in order to deliver top tier client service. Held meetings with clients

to understand different areas of improvement to enhance client's experience. Interest rates derivatives Trade Support, Senior Analyst BNP Paribas - New York, NY November 2013 to May 2015 Booked trades on behalf of FX, short term, long term, inflation, structured, and volatility trading desks. Reviewed client recaps against sales bookings to ensure economics correctly reflected risk expectations. Worked closely with technology and trading to implement new post trade execution flows to improve efficiency. Ensured Accounts were opened in a timely manner in order to execute pending trades for clients. Teamed up with KYC, Legal, and Markitwire admins to setup clearing and trading relationships to execute trades on the Markitwire platform. Allocated \$500 million in notional on a daily basis on behalf clients block accounts using BNP's Star trading platform. Handled all calls from LATAM clients and remained transparent to sales to in order to fulfill their orders. Provided reports to upper management on sales bookings done for the day.

Desktop Support, Analyst BNP Paribas - New York, NY December 2010 to November 2013 Provided Desktop support to the bank's infrastructure supporting North America. Delivered top tier customer service while understanding sensitivity and production impacts to the firm. Communicated with all IT department teams to ensure resolution of user issues in a timely fashion.

Education MBA in Finance William Paterson University - Wayne, NJ May 2020 B.A. in Finance William Paterson University - Wayne, NJ December 2012

Name: Miss Anne Robinson

Email: rthompson@example.org

Phone: (513)678-1799