| RICHARD WILLIAMS | | | | | |
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| 3665 Margaret Street, Houston, TX 47587 • RichardWilliams@gmail.com • (770) 625-9669 | | | | | |
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| SUMMARY | | | | | |
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| Financial Advisor with 7+ years of experience delivering financial/investment advisory services to high value clients. Proven success in managing multi-million-dollar portfolios, driving profitability, and increasing ROI through skilful strategic planning, consulting, and financial advisory services. | | | | | |
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| PROFESSIONAL EXPERIENCE | | | | | |
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| WELLS FARGO ADVISORS, Houston, TX  Senior Financial Advisor | | *August 2020–Present* | | | |
| * Deliver financial advice to clients, proposing strategies to achieve short- and long-term objectives for investments, insurance, business and estate planning with minimal risk * Develop, review, and optimize investment portfolios for 300+ high value clients with over $190M AUM (Assets Under Management) | * Ensure maximum client satisfaction by providing exceptional and personalized service, enhancing client satisfaction ratings from 88% to 99.9% in less than 6 months * Work closely with specialists from multiple branches, managing investment portfolios for over 800 clients with over $25M in assets under care | | | | |
|  | | | | | |
| SUNTRUST INVESTMENT SERVICES, INC., New Orleans, LA  Financial Advisor | | | *July 2017–August 2020* | | |
| * Served as knowledgeable financial advisor to clients, managing an over $20.75M investment portfolio of 90+ individual and corporate clients * Devised and applied a new training and accountability program that increased productivity from #10 to #3 in the region in less than 2 year period | * Partnered with cross-functional teams in consulting with clients to provide asset management risk strategy and mitigation, which increased AUM by 50% * Drummed up new business by cultivating solid relationships with clients, increasing the number of high-worth clients by 30% | | | | |
|  | | | | | |
| MAVERICK CAPITAL MANAGEMENT, New Orleans, LA  Financial Advisor | | | | *July 2014–August 2017* | |
| * Served as the primary point of contact for over 15 clients | * Managed the portfolios of several major clients with over $8.5M in total assets | | | | |
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| EDUCATION | | | | | |
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| LOUISIANA STATE UNIVERSITY, Baton Rouge, LA  Bachelor of Science in Business Administration (concentration: finance),  Honors: cum laude (GPA: 3.7/4.0) | | | | | *May 2014* |
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| ADDITIONAL SKILLS | | | | | |
|  | | | | | |
| * Proficient in MS Office (Word, Excel, PowerPoint) Outlook, Salesforce, TFS Project Management * Fluent in English, Spanish, and French | | | | | |

**Logo

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Formal and timeless, our “Classic” resume template has everything you need to impress even the most discerning hiring manager.

Between its serif font and simple [resume format](https://resumegenius.com/blog/resume-help/resume-formats), the “Classic” is the template of choice for candidates in formal and traditional industries.

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If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:

·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)

·     How to Write a Resume

·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Once you have a great resume, pair it with a convincing cover letter using our matching [2021 cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates#2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:

·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)

·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)

·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Best regards,

Shape

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