

# Nicholas J. Peterson

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## SUMMARY

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Product management specialist focusing on internal and external reporting, content creation and marketing materials. Worked with Goldman Sachs for the past five years. Promoted to Senior Analyst in second year with the firm, and Associate in third year. Worked with many different teams and professionals of various seniority and title. Strengths include exceptional team and project management skills, as well as a proven ability to create a culture and environment that fosters teamwork and creative thinking. Possess conversational and business-specific competency in the French language.

- Extensive experience in Microsoft Word/Excel/PowerPoint
- Conversational and business-specific competency in French
- Ability to work in fast-paced environment and manage multiple priorities
- Strong interpersonal and communication skills both oral and written

## PROFESSIONAL EXPERIENCE

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### **Goldman Sachs Asset Management (GSAM), Salt Lake City, UT**

**2010 – 2015**

*Associate, Fundamental Equity (FE) Product Management*

**2013 – 2015**

Team Lead (FE team in Salt Lake City)

- Worked with the team manager in New York City to further develop the local team's business functions (redefining responsibilities, absorbing additional responsibilities, and developing career opportunities)
- Represented the team in recruiting and interviewing new full-time hires and interns (10+ analysts)
- Created a culture and environment that fostered teamwork and creative thinking

Developed and improved the production process of marketing and sales materials used for new business and client retention. Responsibilities include:

- Collaborated with internal marketing and sales teams to create custom client reports and marketing materials (over 300 reports per year)
- Increased on-time delivery of quarterly client reports to 99% and eliminated related e-mail traffic by updating to a more efficient reporting process
- Updated and coordinated presentation materials used for prospecting and client reviews and introduced automated slides to the process (saved 30 minutes per presentation update with automation which allowed us to focus on more custom material)
- Organized and managed internal websites to better distribute product information internally (reduced volume of e-mail requests by 10% and improved accessibility of our materials to sales)
- Analyzed products and updated information in marketing materials
- Responded to client and prospecting questionnaires and requests for proposals (RFP), and coordinated written responses from various teams such as compliance, trading, legal, operations and technology

Active participant in product positioning, branding and communication between various departments/teams

- Wrote and updated monthly emails and newsletters highlighting notable events in our product space
- Responded to ad hoc client and sales queries
- Conducted competitive analysis by taking a large group of potential competitors and paring down to specific direct competitors, then pinpointing strategic advantages

Wrote trade rationales and monthly commentary detailing performance of domestic and global portfolios

*Analyst, FE Product Management*

**2010 – 2013**

- Maintained and updated core materials used for prospecting and client reviews
- Developed and coordinated marketing content for domestic products
- Streamlined the reporting process and redirected the business to be more in line with our Global FE business

**Veterans of Foreign Wars of the United States (VFW), Washington, D.C.** 2009

*National Veterans Services Fellow*

- Conducted comprehensive research to compare various provisions of the World War II GI Education Benefits Bill with the Post-9/11 GI Bill
- Developed and maintained database to track statistical and demographic data of employees certification requirements

## **EDUCATION**

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**Bachelor of Arts, Economics, Cum Laude, University of Utah, Salt Lake City, UT** 2006 – 2009

- GPA: 3.9
- French Minor
- Worked minimum 30 hours/week while in school
- Honor Roll/Dean's List each semester
- Honors Scholarship for maintaining top 10% ranking among the economics majors; Full-tuition Honor's at Entrance Scholarship

## **ADDITIONAL EXPERIENCE**

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**University of Utah Campus Store, Salt Lake City, UT** 2009

*Merchandise Associate*

**1<sup>st</sup> Choice Home & Health Specialist, Salt Lake City, UT** 2009

*Hospice Volunteer*

**Costco, Salt Lake City, UT** 2008

*Front End Assistant/Cashier*

**University of Utah Women's Basketball, Salt Lake City, UT** 2006 – 2008

*Team Manager*

### **Interests**

- Taekwondo, movies, music, reading, blogging, podcasts