**Rochel Serrette #18 Saddle Hill, Maraval Trinidad and Tobago,** [**rochelserrette1@gmail.com**](mailto:rochelserrette1@gmail.com) **Tele:868-482-9337**

**Personal Statement**:

I am a highly talented with over 14 year experience in Global Trading and Investment Analysis; strong written and verbal communication skills; the ability to handle a diverse range of responsibilities with a positive attitude and the ambition to succeed in any environment and the will to learn and share my experiences with my co-workers. I am dedicated to doing a great job and very customer oriented. I am seeking a professional position where I can excel while giving my best to my employer.

**Work Experience:**

**Regional Compliance Consultants: (05-2013-Present)**

**Administrative Assistant:**

• Created department budget reports (Microsoft Excel), presentations (Microsoft PowerPoint) and other correspondence (Microsoft Word).

• Managed all accounts payables.

• Maintained and printed daily itinerary and calendar.

• Served as liaison between Partner/Lead Consultant and cients.

• Coordinated events for, Regulatory Compliance Soltions, Anti-Money Laundering (AML) and Financing of Terrorism Financing, (CFT) Training, for Accountants, Realtors,Car Dealers, Jewelers/Dealers in Precious Metals, including site selection, catering, invitations, special guests and speakers, presentation design and distribution.

**The Bank of New York Mellon:                                                                        (04-2000 – 06-2011)**

**(UIT) –Unit investment Trust:**

**Senior Custody Account Administrator:                                                        (03-2008 - 06-2011)**

* Responsibilities include daily administration for over 25 global accounts.
* Prepare and fax new trades and amended instructions, to trade instruction teams, for processing and release to both global and domestic markets.
* Research and resolve client inquiries regarding income in regards to, corporate actions and FX execution. Liaise with brokers and settlement teams to resolved unmatched trades issues to ensure timely settlement.

**Senior Global Custody Settlement/Team Leader:                                           (04-2000 - 03-2008)**

* Responsibilities include delegating and reviewing team assignments, training junior staff, counselling and monitoring staff performance.
* Research and resolve clients inquire. Instruct and release trades to Canada and Latin America markets.
* Research and resolve unmatched trades discrepancies, by liaising with counter-parties,

           Sub-custodians and client administrators.

**Bankers Trust/Deutsche Bank:                                                                        (02-1997 - 05-2000)**

**Trade Specialist:**

* Responsible for daily administration of 40 Global Accounts for 10 Investment Managers representing a total asset base of over $20 billion.
* Ensure trade settlements of international equity and fix-income via Cedel, Euroclear, DTC markets. Research and resolve client’s complaints, and account discrepancies.

**Education**:

**Banking and Investment Courses:**

* Equities Overview- Course objective: Explain compare and describe equities and dividend process and entitlement.
* Introduction to Bonds- Course objective: Describe the general characteristics of bonds, define terms associated with bonds, explain interest accrual process, and identify types of bonds and their unique features, read the price tables associated with each type of bond.
* Investment and accounting training- Course objective: to increase knowledge of client services and basic accounting concepts and reports.
* Anti-money laundering training.
* Malick Senior Comprehensive School – School Leaving Cert (1982)

**Awards:**

* **Recipient** **of** **Banker’s** **Trust** **Bulls eye** **award** **for** **providing** **unparalleled** **service**.

**TECHNICAL SKILLS**

**Proficient in the use of Microsoft Word, WordPerfect, Lotus Ami Pro, Microsoft Excel, Lotus 1-2-3, Microsoft PowerPoint, Harvard Graphics, Microsoft Outlook, Microsoft Exchange, Microsoft Mail, Microsoft Access, Lotus Notes, Microsoft Project, Microsoft Internet Explorer, and Netscape Navigator. Also knowledgeable in the use of Corel Draw, Freelance Graphics, Visio, Quattro Pro, Ventura Gold, and Microsoft Works. Bloomberg Winframe client, FXGC, Globe net, Globe view 2.6, Lane fax, MYGTM. GSP, Inform client central, Right fax, lotus notes. Power Point. Etc.**

**REFERENCE AVAILABLE UPON REQUEST**