TONY VUKOSAVLJEVIC
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CHARLES SCHWAB,
Phoenix, AZ
August 2008 To current

Client Services Manager, Retirement Plan Services

Consult on the following types of accounts: Defined Contribution – 401(k), profit sharing, money purchase; Defined Benefit – Pension plans
Manage 22 Corporate Retirement relationships within $10m to $50m in plan assets, $400m total.
Advise clients regarding the design, interpretation and administration of Retirement Plans. Coordinate services such as benefit payments, investment policies and procedures, financial reports, plan design, audit and compliance and internal management reports.
Review and submit required governmental reports and related notices, tests schedules, and documentation.
Maintain current information regarding new developments, policies, and laws concerning employee benefit plan administration and related services.
Participate in development of new business from existing or prospective clients. Prepare fee proposals and implement new fee schedules and product enhancements.
Consulting on ERISA compliance in Plan Design and Document Amendment and Restatement
Strategic Summary Reviews conducted on a quarterly, semi-annual and annual basis. Consists of investment reviews, education strategy to enhance participation and increase in deferrals.

@ PROPERTIES,
Chicago, IL
June 2004 to July 2008
Real Estate Salesperson, State of Illinois Licensed Realtor, Sales and Marketing

Member of National Association of Realtors, Chicago Chapter
Closed over $15 million in transactions as a buyer's and seller's agent

HARRIS TRUST AND SAVINGS BANK,
Chicago, IL
May 2000 through July 2004
Account Executive, Relationship Manager, AVP, Retirement Plan Services, Institutional Trust and Custody

Benefits Experience:
Consult on the following types of accounts: Defined Contribution – 401(k), profit sharing, money purchase; Defined Benefit – Pension plans
Manage 65 Institutional Trust Relationships totaling $1.2 million in annual revenue.
Advise clients regarding the design, interpretation and administration of Retirement Plans. Coordinate services such as benefit payments, investment policies and procedures, financial reports, plan design, audit and compliance and internal management reports.
Prepare, review and submit required governmental reports and related notices, tests schedules, and documentation.
Maintain current information regarding new developments, policies, and laws concerning employee benefit plan administration and related services.
Participate in development of new business from existing or prospective clients. Prepare fee proposals and implement new fee schedules and product enhancements.

Trained and provided guidance to Plan Administrators and assisted other team members as individual or group goals where required.
Consulting on ERISA compliance in Plan Design and Document Amendment and Restatement for Bank Sponsorship of Basic Plan Document from Corbel and McKay Hochman prototypes.
Investment Reviews and Employee Education conducted on a regular basis for clients benefit.
NASD Licensed with the Series 6 Mutual Funds.
Client Enhancement for plan year 2003 increased by $200,000 in annual revenue. Retention and satisfaction according to client survey results is 99.6% agree with quality of service with 48% participation.

OAK BROOK BANK,
Oak Brook, IL
October 1998 through May 2000
Trust Administrative Officer, Relationship Manager, Institutional Trust and Custody

Benefits Experience:
Consult on the following types of accounts: Defined Contribution – 401(k), profit sharing, money purchase; Defined Benefit – Pension plans
Manage 35 Institutional Trust ERISA accounts varying in size from 500k to 10m.
Administered, prepared and submitted to clients the Traditional Valuation accounting for the Institutional trust accounts on Datair and Relius Software.
Allocations, reconciliations, and terminations of plans
5500 government form filing, Discrimination Testing: ADP/ACP, Top Heavy, 415, 401(a), 410(b), Age 70 ½ minimum distribution calculation
Executed the liquidation and termination of 75 SEP IRA accounts that was a Bank business decision.
Prepared and conducted Investment Reviews and Employee Education on a monthly, quarterly and or annual basis.

LASALLE NATIONAL BANK,
Chicago IL
March 1997 through October 1998
401k Trust Administrator, 401K Client Services

Benefits Experience:
Daily valuation accounting used to administer 401k, profit sharing, money purchase and non-qualified plans.
Administer 32 plans ranging in size from 50 to 10,000 participants.
Coordinate and conduct enrollment and investment meetings for plan participants.
Reconcile trust asset activity daily. Reconcile Trust investment fund share balances with Record keeping Plan fund share balances.
Issue plan participant statements on a quarterly basis.
Discrimination Testing: ADP/ACP testing; ERISA compliance background; 5500 and SAR filing; Top Heavy testing; 415, 401(a), and 410(b) testing, Age 70 ½ minimum distribution calculation.

EMPLOYER PLAN ADMINISTRATORS AND CONSULTANTS,
Chicago IL
July 1995 through March 1997
Defined Contribution Plan Administrator, Employee Benefits

401(k) Experience: Traditional Valuation balance forward accounting used to administer quarterly, semi-annual and annual ERISA plans. Verify vesting schedules, investment elections, determine eligible participants and compensation data, reconcile trust asset activity, calculate earnings to allocate, and prepare summary of accounting. Trust liaisons: The Chicago Trust Company, Bank of America, Northern Trust Company and The Equitable Investment Companies

Notable clients: Computerland, Inc., Levy Organization, O'Neil Industries, Schiff, Hardin, and Waite, Spiegel, Inc. andVitner' Inc.

Benefits Experience:
Discrimination Testing: ADP/ACP; 5500 and SAR filing; Top Heavy testing; 415, 401(a), and 410(b); Age 701/2 minimum distribution calculations.

EDUCATION:
DEPAUL UNIVERSITY,
Chicago, IL
Business Administration studies junior status

CERTIFICATIONS:
NASD Series 6 License (Expired)
State of Illinois Licensed Salesperson, Realtor (Expired)

TECHNICAL SKILLS: Proficient in ADP, AS 400, Atlas Trust System, Ceridian, Docman, DOS, HRIS systems, Lotus 123, SPF/PC, Windows, Word Perfect, Relius Software 13.0, ERISA Compliance background
MS Office mastery: Access, Excel, Powerpoint and Word