

## **GEORGE E. DAVIS III**

236-16 129th Avenue ▪ Laurelton, New York 11422 e: davis.geiii@gmail.com ▪ c: (347) 701-3629

Dear Hiring Manager,

I believe that I would be an excellent addition to your company if you seek someone who has a great work ethic, analytical, detailed oriented and motivated with the ability to manage multiple projects. What separates me from my peers is my firm belief in execution over the excuses which has always resided with taking the easy way out.

As my resume indicates I am currently serving as a Project/Product Manager of Risk Management for MUTB (Mitsubishi UFJ Trust and Banking) a role which I began in October of 2020, and report directly to the Head of Operational Risk Management. My primary responsibility is to serve as Project/Product Manager on 21 different financial products by utilizing data assurance to attesting that each products' information (Product Overview, Description, Taxonomy, Controls, Risk Rating etc.) are accurate. Once data assurance has been completed on these financial product profiles, they are to be implemented into Archer to be utilized by MUTB in the capacity of completing P.S.R.A.s' (Product and Services Risk Assessments). I also had the responsibility of leading workshops to communicate with Product Owners, Business Unit Risk Officers and SME's for the purpose of accurately and efficiently completing Product and Services Risk Assessments.

Beginning in June of 2019 I served as a Product Manager & Financial/Data Operations Specialist at J.P. Morgan Chase. In this role some of my responsibilities included being project lead on communicating the status of ACH transactions, which I'd have audited, to expense submitters made through the J.P. Morgan foundation using KYC and AML practices by employing Quantitative Research and Analysis on the ledgering of tax commodity codes within SAP Concur. Additionally, I performed due diligence on transaction history inspecting for any irregularities within our newly implemented product of Cybergrants and teaching members of organizations on how to correctly input their information and why we would be utilizing it instead of our previous methods, which were less efficient. A facet of this position which allowed me to exhibit my project management skills are the multiple email and call campaigns which I've had to lead between JPM and their partnering organizations. I was also given the task of utilizing Qualitative Research and Analysis methods in updating and drafting policies, procedures, surveys and contracts between JPM and their vendors/lobbyists.

Prior to JPM, I worked as a Finance/Corporate Actions Associate at D.F. King whose duties included the preparation, maintenance and data assurance of financial ownership reports for our clients whom were institutional shareholders of publicly traded companies. The information used within these ownership

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reports I created helped to communicate with portfolio managers, stakeholders and board members on how they would want to vote on different board matters. My main responsibility was to serve as liaison between institutional investors and the publicly traded companies that they held ownership in. I would reach out to these investors to bring forth awareness of the voting rights/power they would hold on various corporate actions which included potential acquisitions, new board members, executive compensation and policies. Once this information was relayed, depending on several factors, the respective firm would indicate how they would like to vote.

Before D.F. King I was employed as a Financial Analyst Trainee at Trout Group, LLC where I developed networking relationships, research potential clients (primarily Healthcare/Pharmaceutical companies), and served as project lead on the creation of the CRM financial product which we would sell to investors/medical professionals on a subscription basis. I'm a 2016 graduate of Central Connecticut State University with a Bachelors of Arts degree in Economics with a focus in Finance who is capable of transferring my skills and knowledge to your open position.

My salary requirement is in the \$300,000 - \$350,000 range depending upon bonus, job responsibility and possibility of advancement. I feel as though I would be the best candidate for this position due to my attention to detail while having the innate ability to grasp, and then master, new concepts. Another factor which I feel makes me a top-tier candidate is my life outside of the work place. One's greatest ability is availability and my salubrity limits the chances of me being unavailable. I am in great health as I work out 12x/week, wake up at 2:20am daily, refrain from any consumption of alcohol and drink 3 liters of water daily while only eating once a day. I only point this out because this has allowed for me to not miss a day of work over the past 4 years while being the coach and player on my own basketball team (GEDIII Elite), Owner of GEDIII Elite LLC, Co-Owner of No Work No Bag LLC, Major League Kings Trucking LLC and Major Trucking LLC. My healthy, entrepreneurial and disciplined lifestyle will translate and motivate me to put forth nothing short of my peak performance on a daily basis within the workplace.

All in all, I firmly believe I am the best candidate for this position due to my innate ability to wear multiple hats, which lessens the workload of others and my astuteness at producing a course of action after analyzing given source data and metrics. In the near future I hope to be given the opportunity to implement all of these skills for your organization. I look forward to hearing from you soon!

Sincerely,

George E. Davis III

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## PROFESSIONAL OBJECTIVE

Seeking a Financial, Compliance, Research, Operations, Data Analytics, Product Manager or Project Management position leveraging acquired work experience and academic knowledge.

## PROFESSIONAL HIGHLIGHTS

- \*Currently am serving as Project Manager of 20 different financial products
- \*Served as Project Lead on the transformation and implementation of physical contributions to ACH to maximize efficiency
- \*Served as Project Lead on the creation of the CRM platform which the Trout Group currently sells on a subscription bases to their clients

## EDUCATION

**Bachelor of Arts in Economics w/focus in Finance**  
**Central Connecticut State University, New Britain, CT**

July 2016

## EXPERIENCE

**Project/Product Manager of Risk Management**  
**Mitsubishi UFJ Trust and Banking (MUTB) | New York, NY**

October 2020- Present

- Report to Head of Operational Risk Management
- Provide guidance and support to the First Line of Defense for Product Due Diligence and Risk Assessment.
- Serve as Product Manager and Project Manager on 20+ financial products by maintaining the products' record, creating product profiles and attesting that each products' information (Product Overview, Description, Taxonomy, Controls, Risk Rating etc.) are accurate
- Lead workshops to communicate with Product Owners, Business Unit Risk Officers and SME's for the purpose of accurately and efficiently completing Product and Services Risk Assessments for our Product Inventory.
- Provide Data Assurance to ensure accuracy of all financial products which would be utilized and viewed by our organization within Archer and OpenPages
- Prepare weekly/monthly updates to management on the status of financial products.

**Product Manager & Financial/Data Operations Specialist**  
**JPMORGAN CHASE & COMPANY | New York, NY**

June 2019 - July 2020

- Report to Managing Director of Corporate Governance Responsibility/Risk & Controls.
- Served as Product Manager and project lead on the conducting of due diligence on Board Service organizations using KYC/AML practices within our newly implemented product of Cybergrants to notify ACH submitters of expense status

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while relaying areas of improvement by means of Quantitative Research and Analysis & utilizing data profiling on SAP Concur transactions, that I've audited, ledgering tax commodity code process.

- Employed qualitative Research and Analysis methods to draft/update contracts/surveys to be used between JPM and its vendors/lobbyists.
- Utilized Project Management skills on email and call campaigns.
- Thoroughly managed multiple projects and campaigns in an agile environment to ensure that their finished in a timely matter to meet required deadlines.
- Provided Data Assurance on detail-oriented reports, policies, procedural documents and necessary sign offs by SMEs on a weekly, monthly and/or quarterly basis.
- Oversaw Onboarding/Offboarding prerogatives and designations of program access.
- Conveyed training status from systemic reports utilizing Excel tracking tools.

## Financial/Corporate Actions Associate

D.F. KING & COMPANY | New York, NY

August 2017 - June 2019

- Reported to Upper Management within the Mergers & Acquisitions Department.
- Utilized SEC filings, Factset and Bloomberg to create, maintain and provide data assurance on financial ownership reports from the provided source data of publicly traded companies.
- Served as liaison between Institutional investors and the publicly traded companies which they held significant ownership in to bring forward awareness of the voting rights/power they would hold on various corporate actions matters such as potential acquisitions, executive compensation, new board members and policies.
- Serve as proxy for institutional investors allow clients to be well informed on proxy contest.
- Created profiles of institutional investors by researching and collecting relevant market data to provide to Upper Management.
- Utilized analytical, product management, consultative and communication skills to interpret reports to portfolio managers, stakeholders and board members.

## Financial Analyst Trainee

September 2016 - March 2017

TROUT GROUP, LLC | New York, NY

- Assisted with the management of clients and contacts within the investment community.
- Interacted with all levels of management & established networking relationships.
- Prepared documents for client investor meetings and ad hoc reports as needed.
- Communicated with current/prospective clients.
- Demonstrated Project Management skills while utilizing Qualitative Research and Analysis to develop the Trout Group CRM financial product to sell as subscription-based service.
- Researched and performed extensive due diligence on companies/organizations seeking profitable ones to take on as clients.

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## Office Assistant

June 2015 - August 2015

### NY STAFF SEARCH | Mineola, NY

- Assisted with the management of the recruitment process for temporary and permanent jobs.
- Reviewed and screened resumes to ensure applicants were qualified for jobs.
- Prepared analysis of applicants' qualifications and financial information on start-up companies.
- Performed general office tasks such as telephone coverage, filing and copying.

## SKILLS

- |                                      |                                     |                           |
|--------------------------------------|-------------------------------------|---------------------------|
| • Microsoft Excel                    | • Microsoft Visio                   | • Microsoft Word          |
| • Microsoft Access                   | • Microsoft PowerPoint              | • Microsoft SharePoint    |
| • Microsoft Outlook                  | • CRM Software                      | • Data Profiling          |
| • Source Data                        | • SaaS                              | • SAP Ariba               |
| • GuideStar                          | • Teaching                          | • ACH                     |
| • Product Manager                    | • Financial Products                | • Telepresence            |
| • Zoom                               | • Cybergrants                       | • Archer                  |
| • SAP Concur                         | • Financial Products                | • Data Assurance          |
| • Budgeting                          | • Audit                             | • Time Management         |
| • Consulting                         | • Risk Rating                       | • Project Management      |
| • FactSet                            | • Bloomberg                         | • Onboarding              |
| • Offboarding                        | • Data Analysis                     | • Teamwork                |
| • Quantitative Research and Analysis | • Qualitative Research and Analysis | • Problem Solving         |
| • Conflict Resolution                | • OpenPages                         | • Effective Communication |
| • Attention to detail                | • Leadership                        | • Software Proficiency    |
| • Teamwork                           | • Working in an Agile Environment   | • Webex                   |

## LEADERSHIP

- Central Connecticut State University Division I Basketball Program (Student Athlete) – Committed 40+ hours per week.
- Kiwanis Club of Rosedale/Laurelton - Active Member responsible for key financial initiatives.
- CASONY (Active Member) – Tutor youths in Math and English, coach basketball and soccer, assist with special events.
- Sole Financier, Coach & Player of GEDIII Elite Basketball Team,
- Co-Owner of No Work No Bag LLC
- Co-Owner of Major Trucking LLC & Major League Kings LLC