1. Researched and shared recommendations on stock market trends and economic forecasts to support portfolio decisions.
2. Managed and evaluated activities of [Number] outside investment advisors.
3. Mentored potential leadership candidates from pool of [Number] [Job title]s.
4. Assessed and reported on performance attribution on monthly and quarterly bases.
5. Set strategic framework for [Type] assets over annual investment period.
6. Handled financial transactions worth over $[Amount].
7. Created and executed aggressive investment strategies to increase returns for clients.
8. Managed portfolio projects such as [Type] through [Action].
9. Monitored, managed and developed investments such as [Type] to achieve [Result].
10. Cultivated client relationships through high levels of direct communication to maintain customer loyalty.
11. Solved complex problems for senior leadership to execute on-time and under-budget projects.
12. Increased returns for clients by [Number]% over [Timeframe].
13. Maximized returns from [Type] investments by [Action].
14. Identified budget variances and recommended corrective actions, avoiding overruns and maintaining positive cash position.
15. Developed and presented detailed analysis of investment performance, portfolio attributes and benchmark composition to evaluate investment strategies.
16. Interacted with contractors, subcontractors and suppliers to guide cost analysis process by establishing and enforcing policies and procedures.
17. Reviewed monthly requisitions for accuracy and completeness, reconciled transactions and determined payment approval statuses.
18. Handled internal and external inquiries and complaints submitted by accounts payable clerk, finance director and other department heads, providing outstanding customer service when resolving issues.
19. Analyzed projects for capital deployment and helped structure multi-million dollar deals.
20. Performed complex financial and budget analysis to determine budget requirements, improve internal controls and justify requested funding from [Number] departments while managing $[Number] annual budget and supervising [Number] accounts payable clerks.