

# VINICIUS LEONEL

## OPERATIONS ~ SECURITIES ADMINISTRATION

ADMINISTRATIVE • FINANCIAL • FRENCH BILINGUAL

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### **PROFESSIONAL PROFILE**

Engaged professional who excels in dynamic environments with a strong understanding of technology and desire to keep advancing his technological qualifications. Proven abilities in securities administration for a leading investment company. Strong customer service skills with a keen eye for detail and consistently exceeding expectations.

*Technological Qualifications:* MS Office Suite, Astah, Git, and SQL Server

- |           |       |
|-----------|-------|
| ▪ Java    | ▪ CSS |
| ▪ C# .NET | ▪ PHP |
| ▪ SQL     | ▪ UML |
| ▪ HTML    |       |

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### **CAREER HISTORY**

#### *Selected Qualifications:*

- Excellent knowledge in development languages.
- Bilingual in French. Functional Spanish.
- Ability to excel in ambiguous environments.
- Trusted with large financial accounts.
- Consistently exceeds production goals while maintaining high customer satisfaction rating.

#### **INVESTORS GROUP OCT 2017 – PRESENT (TERM)**

##### *SECURITIES OPERATIONS ADMINISTRATOR*

- Reviewed client's documentation ensuring all regulatory requirements are fulfilled and submitted; and initiating appropriate action on missing requirements in order to complete client requests.
- Delegated work within Investors Group to ensure deadlines are met and documents are amended before initiating a request.
- Communicated with other financial institutions in English or French by phone or email to follow up on client requests.
- Developed and interpreted policies and procedures to ensure business needs are met.
- Increased the company's productivity by processing a higher number of requests.

#### **GOVERNMENT OF MANITOBA – RED RIVER COLLEGE MAY 2017 – AUG 2017 (CO-OP)**

##### *SOFTWARE DEVELOPER*

- Elicited and gathered requirements from stakeholders.
- Created Windows Forms through Visual Studio while developing in C#.
- Managed SQL Server to accommodate new users.
- Delivered the first phase of the project within 3 months in a team of only two developers.
- Handled regular meetings with stakeholders to ensure procedures and deadlines were met.
- Successfully used Business Analysis techniques such as problem tracking and prototyping to ensure customer satisfaction.

#### **ADDITIONAL WORK EXPERIENCE:**

**MCDONALDS - OCT 2015 – MAY 2017**

#### **VOLUNTEER EXPERIENCE:**

FRANCOFONDS JUN 2017

L'ACCUEIL FRANCOPHONE JUL 2017

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## **EDUCATION & CERTIFICATIONS**

**COMIT – SKIPTHEDISHES** JUN 2018 – SEP 2018

Invited to participate on an internship program which teaches Full Stack Java to a selected group chosen by ComIT.

**Udemy – Web Developer Courses** APR 2018 - Present

**Entry Level Certificate in Business Analysis (IIBA)** SEP 2017

**Red River College** 2015-2017

Business Information Technology