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# John Smith

Address Line 1, Address Line 2

London, Post Code, UK.

Telephone: 07957 123456. Email: [johnsmith123@email.com](mailto:johnsmith123@email.com)

## JOB TARGET: FIXED INCOME SALES, TRADING OR RESEARCH

♦ MSc. Graduate - Multi-Lingual - Fixed Income - Research ♦

A Multilingual Graduate with notable experience as a Trading Assistant within the Capital Markets and a Research Assistant on a Consultancy basis that has required strong fixed income, numeracy and banking research skills, data management and influencing abilities. Now ready, qualified and looking forward to making a continued, significant contribution within a permanent Fixed Income (Bonds) sales, trading or analysis appointment overseas for a company with an international client base.

### AREAS OF EXPERTISE

- Marketing Strategy
- Database Admin / Data Statistics
- Portfolio Management
- Relationship / Risk Management
- Research Projects
- Presentations / Writing Reports
- Relationship Management
- I.T. / Administration
- Business Analysis
- Data Analysis
- Team Working
- Maximizing Returns

### LANGUAGES

- English and French (fluent), Greek (mother tongue) -

### NOTABLE ACHIEVEMENTS

- Gained MSc in Emerging Markets banking at a Top university without prior academic banking knowledge.
- Excellent communicating and influencing skills, best exemplified by at BNP Paribas to selling more diverse EMG - fixed income products to their clients and maximising returns.
- Managed the operational needs at Merrill Lynch. 1 of 9 traders, supporting 20 European Government Bond Traders'.
- Worked with the Credit Research Team and fixed income sales teams. Developed a client list of asset management firms enabling BNP Paribas to target potential clients. Thereafter, identified clients and worked on a pitch presentation that resulted in a number of new relationships.

### PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

#### ADMINISTRATION

2007 - 09

##### Company A

- General administration and ad hoc duties for a group of 11 central London based retail shops.

#### FIXED INCOME DESK / RESEARCH ASSISTANT

2005 - 2007

##### Company B

- Performed tailor-made individual research projects for clients according to their specific needs and as defined by sales professionals. Carried out a number of in-depth research products simultaneously.
  - Successfully recommended individual fixed income instruments and individually designed portfolios or trades based on client needs, resulting in an increase of sales for the whole team.
  - Maintained databases, produced statistical projections / yields and coupon flows against interest rate curve, various projects for clients and management.
  - Helped research "Fixed Income" products, thereafter defined strategies for meeting clients' needs and made recommendations regarding individual fixed income instruments and designing portfolios.
  - Produced client presentations and individual client material for sales team to present to clients.
  - Developed new client relationships and a client list of asset management firms that enabled BNP Paribas target potential clients with a unique proposition.
  - Maximized returns and increased EMG - Fixed Income sales.
  - Produced client presentations and materials for sales teams to present to clients.
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## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

### FIXED INCOME RESEARCH ASSISTANT

2002 - 2003

#### Company C

- **Relationship Management:** Managed both internal and external responding to clients' needs for material, production of material, travel arrangements for analysts, coordinating meetings and client roadshows.
- Maintained and extensive base of macro and microeconomic databases on a daily basis, these details would be assimilated and used in models and research material.
- Developed and promptly manufactured and distributed weekly credit research publications
- Produced research publications for review by senior analysts, which would than, be distributed to the sales team or directly to external clients.

### FIXED INCOME TRADING ASSISTANT

1999 - 2001

#### Company D

- Worked on contracts for some top investment houses: Merrill Lynch International, Goldman Sachs, Commerzbank and Kokusai Europe on their Fixed Income Trading Desks in their Front Offices.
- Managed the operational needs of 9 European Government Bond Traders, wrote their daily market commentaries and marked books to market in a high volume environment.
- Minimised risks of 20 European Government Bond trading books.
- Reduced repo costs to zero.
- Reduced transaction processing costs and increased book profits for whole team.
- Drafted MTN / Term Sheets for new issues for frequent borrowers prior to endorsement by the legal and compliance departments.
- Managed daily market commentary for desks. Assisted the Primary Research Team.
- Used language skills to maintain relationships with clients in the Franco- Swiss and Benelux markets.

## EDUCATION

<b>MSc.</b>	<b>Banking in Transition Economies</b> (University of Reading)	2005
<u>Modules include:</u>	<i>Corporate Finance, Financial Markets and Corporate Governance, Introductory Econometrics, Financial Regulation, Economics of Banking, Development beyond Central Planning I &amp; II, Dissertation and French.</i>	
<b>Diplôme</b>	Approfondi en langue Française (Institut Français - Londres)	2003
<b>Diplôme</b>	d'études en langue Française (Institut Français - Londres)	2002
<b>BA (Hons)</b>	Tourism and Combined Arts	1998

## COMPUTER SKILLS

- MS Office (Advanced). Microfit - Econometrics (Advanced).
- Bloomberg (Highly Advanced). DataStream (Advanced).

*Interests and Pastimes:* Travelling, learning foreign languages.

*Born:* 1977.

*Marital Status:* Single.

*References available on request.*