**ANDREW H**

2321 Selah Way

South Burlington, VT 5403

Dancer Resum

EXPERIENCE

* Assisted the VP Sales in calling prospects and coordinated meetings with potential/existing clients.
* Addressed all client service issues, documented all client contact information.
* Performed clerical / administrative tasks, including the preparation and processing of correspondence and communications, prepared various reports, and daily filing of client information.
* Promoted regular contact with clients and prospects by telephone.
* Strong experience in working with customers and determining their priorities.
* Familiar with competitive financial landscape.
* Familiar with operation and supervisory requirements associated with general securities.
* Outstanding knowledge of products and how they compete in the marketplace.
* Exceptional knowledge of investment operations, procedures, transfers and

To obtain a position as Financial Sales Assistant in a reputed organization where I can practice my skills and education.

 (802) 627-6400

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andrew.com

EXPERIENCE

OBJECTIVE