
Portfolio Administrator Resume

Job Objective

Looking for work as a Portfolio Administrator today in order to further advance my skills in the industry.

Highlights of Qualifications:

- Remarkable experience in interfacing with commercial relationships
 - Huge knowledge of commercial and real estate underwriting and credit analysis
 - Deep knowledge of operational and trading activities
 - Familiarity with investment management and mutual funds
 - Outstanding ability to work in a team with minimum supervision
 - Superior accounting skills
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Professional Experience:

Portfolio Administrator
First Horizon, Mattawan, MI
November 2007 – Present

- Maintained client position and transaction data.
- Managed reporting of client performance.
- Executed daily operational tasks.
- Formulated investment performance materials.
- Aided client to formulate firm and custodian paperwork.
- Coordinated with Portfolio Manager and Investment Team.

Portfolio Administrator
Robert Half Finance & Accounting US, Mattawan, MI
December 2003 – October 2007

- Managed client and accountant queries.
 - Aided recurring and ad hoc requests.
 - Coordinated with various managers and custodians.
 - Formulated monthly and quarterly reports.
 - Collaborated with all levels of management and collected quarterly management fees.
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Education:

Bachelor's Degree in Accounting
Edward Waters College, Jacksonville, FL

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