

Your Name

email@address.com.au

0400 000 000

99 Example Street, Example Town, Example City, 2000

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PERSONAL STATEMENT

I am an experienced and motivated individual, with a comprehensive career in the investment management industry.

Undertaken high profile support role functions and liaised closely with front office Client Executives.

KEY SKILLS

Technical Skills

- o Outlook
- o Word
- o Excel
- o PowerPoint
- o Access

Certificates

- o Investment Management Certificate (IMC)

Memberships

- o Investment Manager Associations
-

EMPLOYMENT

Investment Manager

Zero Investment | Surry Hills

MM-YY > MM-YY

Achievements

- o Leading and managing the work of a team of investment staff whilst maintaining and developing my own portfolio of larger and more complex investments up to \$10m+.
- o Managing the recruitment, induction, performance management, training, development and appraisal of team members.
- o Reviewing and feeding back on the work of team members, ensuring agreed targets are met and identifying appropriate actions where problems occur.
- o Contributing to the strategic direction and decision making of the organisation through attendance at regular planning and review meetings.

Investment Team Leader

Monster Fund Management | Surry Hills
MM-YY > MM-YY

Achievements

- Fundraising for two Australian property funds
- Managing real estate portfolios
- capital investments and project management in several real estate corporate finance projects
- Writing a variety of reports for a wide range of audiences regarding applications, investments and other matters relating to the work of the Investment Team and presenting my work to the Senior Management Team.

Investment officer
Onebuild investment | Sydney
MM-YY > MM-YY

Achievements

- Assessing applications and managing investments of up to approximately \$5-10m in value.
- Monitoring investment-holders' performance against their contract and solving problems and holding negotiations when targets have not been met or problems have occurred.
- Supervising work carried out by freelance business consultants and partner agencies.
- Maintaining records on computerised database systems for the assessment and management of investments.

EDUCATION

- Example University
BSc (HONS) Financial Management
- Example College
HSC including **Math's** (B), **Business Studies** (C), **English** (B)
- Example School
SC including **Math's** (A), **Business Studies** (A), **ICT** (A)

PERSONAL INTERESTS

Shopping | Traveling | Reading | Golf | Table Tennis

REFERENCES

References are available on request.