**Steve Arthur** 87-H, Northern Street, Raleigh, NC 22000, United States

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**Objective**

A challenging Financial Associate position in a well established finance company where I can use my finance education and experience to make significant contributions toward the achievement of company goals.

**Professional Achievements**

• Over five year experience in finance.

• Innovative Financial Associate with a proven background in strategic planning and corporate finance.

• Recognized as a hands-on problem solver who can rapidly resolve cross-functional process problems and implement change with benefit to the company's bottom line.

• Driven professional with demonstrated track record of maximizing business opportunities and consistent achieving corporate financial performance goals.

• Accomplished manager with exceptional interpersonal and communication skills.

**Professional Experience**

Simon Investment Company, Raleigh, NC 2009 to Present

***Financial Associate***

• Developed financial plan based on analysis of client's financial status, and discussed financial options with client.

• Analyzing market conditions to determine optimum time to execute securities transactions.

• Developed and implemented business and marketing plans to grow the business.

• Worked with relationship managers as well as contacting clients directly to resolve compliance related questions and inquiries.

• Kept informed about political and economic trends that influence stock prices.

Goodman International, Raleigh, NC 2008 to 2009

***Financial Associate***

• Directed and coordinated activities of workers engaged in conducting credit investigations and collecting delinquent accounts of customers.

• Monitored order flow and transactions that brokerage firm executed on floor of exchange.

• Established procedures for custody and control of assets, records, loan collateral, and securities to ensure safekeeping.

• Planned, directed, and coordinated risk and insurance programs of establishment to control risks and losses.

• Prepared operational and risk reports for management analysis.

ARG Financial Company, Raleigh, NC 2005 to 2008

***Accounting Assistant***

• Spearheaded monthly and quarterly conveyance compliance reports filings involving banks and investors.

• Participated in accounting functions involving general ledger activity, accounts receivable, and accounts payable.

• Managed all aspects of accounting including cash flow management, accounts receivable, accounts payable, and payroll.

• Controlled general ledger functions including account analysis, account reconciliation, adjustments, and journal entries.

• Performed month-end and year-end closing functions.

**Academic Qualifications**

Raleigh University, Raleigh, NC *2005*

*MBA, Finance*

St. Peter College, Raleigh, NC *2003*

*B.S., Finance*

**Skills**

• Operations and Financial Analysis • Multi-Site P&L Management

• Office Protocol/Practice Compliance • Financial Reporting

• Client Relationship Management • Management Accounting

• Managing Approval Activities • Accounts Payable/Accounts Receivable

• Evaluating New Account Credit Risks • Statistical Reporting

• Partnership and Project Accounting • Financial Management / Analysis

• Financial Data/Graph Analysis • Financial Forecasting and Projections

**Affiliations**

Member, State Financial Associates, Raleigh, NC, 2007

**References**

Available upon request