**Philip R. Hubbard**

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**Job Objective:**

Highly motivated, experienced accounting professional with exceptional portfolio management skills, is searching for 'Portfolio Manager' position with a firm to help in establishing long-term and healthy relations with clients.

**Summary of Skills:**

* Extensive up-to-date knowledge, and a general understanding of major economic trends
* In-depth knowledge of financial investment, and portfolio management
* Profound knowledge of financial models, relationship management, and capital markets
* Capable of creating diverse portfolios to help clients maximize returns on investments
* Familiar with assessment and evaluation of credit requests, problem credits, and underwriting documents
* Ability to prioritize tasks and meet target objectives under pressure
* Strong interpersonal skills with proven ability to build long-lasting healthy relationships with clients

**Work Experience:**

Assistant Portfolio Manager Rexford Enterprises, Houston, TX October 2016 – Present

* Working with team to formulate, draft and ensuring implementation of investment policy statements, and asset allocation for the clients
* Modeling all existing client portfolios as per the market trends, and recommending appropriate allocation for funds for investments
* Reviewing and ensuring accuracy investment premium are paid in time
* Conducting meetings with third-party fund managers to review performance of investment products, and know about new launches
* Increasing operation efficiency in the portfolio management department by reducing redundancies, and streamlining procedures
* Assisting portfolio manager with vendor negotiations, bidding for new financial instruments, resolving equity performance issues, and preparing accounting reports

Portfolio Analyst

Johnson Investment Counsel, Houston, TX

March 2013 – September 2016

* Conducted market research to understand top performing stock funds, and collected target companies' financial reports to facilitate new investment proposals for prospective clients
* Researched investment market, including interest rates, stock values to determine its impact on client investments
* Maintained portfolios for more than 100 clients and generated monthly, quarterly reports, including detailed information about investment risks, changing rates, product pricing, profit ratio, and revenue growth percentage
* Assisted portfolio manager in various duties such as re-balancing the portfolio positions, studying and revising trading strategies, and developing new allocation programs
* Formulated credit risk strategies to minimize the potential loss in client assets during negative economic trends

Portfolio Management Assistant

Voya Financial Services, Houston, TX

August 2011 – February 2013

* Took responsibility to monitor and report trading investment opportunities portfolio holdings, cash flows, account maintenance, and related data
* Processed equity trades in the trading platform under supervision, and ensured accuracy of the trades for individual accounts
* Monitored portfolio holdings in various databases, and provided monthly performance analytic reports
* Assisted in different client projects by performing duties such as stock holding research, review of assets, and conducting market analysis
* Evaluated credit quality, assessed equity funds, and implemented performance reporting for all projects

**Education:**

* Bachelor's Degree in Accounting  
  University of Houston, Houston, TX   
  2010

**Certification:**

* Chartered Financial Analyst, 2015

**Reference:**

On request.