**James C. Adams**

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**Career Objective:**

To work as a CDO analyst at “Liberty Bank,” and utilize my knowledge of finance and investments for the growth of organization.

**Summary of Skills:**

* Strong knowledge of bonds, securities, mutual funds, bank loans, and other banking products
* Excellent verbal and written communication and interpersonal skills
* Adept in multitasking and meeting deadlines
* Superb coordinating skills and experience of working with CDO compliance software
* Strong analytical, quantitative, and time management skills
* Highly organized with strong attention to detail

**Work Experience:**

CDO Analyst

Apex Financial Consultant, New York, NY

July 2013 - Present

* Working with investment manager in determining the investment objectives, policies and procedures
* Applying knowledge of CDO mechanics to manage the routine CDO analysis function efficiently
* Calculating the priority rankings for payment dues and submitting those reports to the finance department
* Supervising the portfolio asset performance and keeping the organization updated about the ratings and ratings derivations
* Compiling investor reports on monthly and quarterly basis

CDO Analyst

Summit Investment Advisor, New York, NY

February 2012 - June 2013

* Provided analytical support to the finance department on making sound decisions related to investments
* Collaborated with the investments team and ensured high rate of return on investment, and prevented losses on investments
* Studied and reviewed investment accounts and ensured accurate maintenance of accounts
* Prepared charts, graphics and PowerPoint presentations to present the complex financial data in simplified manner
* Contributed in the development of system for performing portfolio compliance tests

**Education:**

* Bachelor's Degree in Finance  
  New York University, New York, NY  
  2011

**Reference:**

On request.