

# **SAMUEL D. TOMLINSON**

123 Main Street, New York, New York 10017  
(212) XXX-XXXX • (212) XXX-XXXX • stomlinson@sample.com

## **SENIOR OPERATING AND FINANCE EXECUTIVE**

*Expertise lies in product development and marketing of financial, technology and consulting products in the Fortune 500 and international finance arenas.*

Career success building start-up, turnaround and high-growth financial operations through decisive leadership, influence and action. Technology evangelist with multi-disciplinary expertise in investment banking and money management operations, finance, management controls, multi-million dollar portfolio management, marketing, business planning, policy development, compliance and human resources. Keen ability to seize opportunities and capitalize on technology to create new products and manage mission-critical processes. Skilled in communicating high-level technical and financial information to non-technical audiences. Harvard MBA; NASD Series 7, 3 Licensed.

## **CAREER SYNOPSIS AND SELECTED ACCOMPLISHMENTS**

### **CEO • Company Name, NYC/Pompano, FL • 1995-Present**

Founded investment consulting practice specializing in the money management, futures and currency trading arenas. Exploited "rocket science" technology to develop management system for high risk/high leverage transactions in the commodity futures and equity marketplaces; sold real-time version to a large European bank for the management of its \$50MM foreign currency portfolio. Execute complete bottom-line decision-making authority in the profitable management of an Internet-driven and communication technology intensive operation; manage people and processes in a number of locations through a variety of wireless, instant messaging and video conferencing tools.

- Co-developed unique software product sold to high net worth clients to manage commodity futures market positions.
- Developed series of successful marketing plans to exploit software's full potential in consumer market.

### **CFO/Treasurer • Company Name, Paramus, NJ • 1991-1995**

Spearheaded all administrative, financial, operational and technology functions of a foreign-owned, \$100MM proprietary trading and investment management firm offering hedge fund products and serving international institutional investors. Concurrently, ran a profitable, collateralized banking business; supervised 20 staff. Developed and managed banking relationships that provided \$5B in funding for the company over 2 years. Negotiated contracts with vendors who provided accounting, systems, and operational services for the organization.

- Created/staffed the first U.S.-based, non-bank \$2B asset/liability book that generated a virtually risk-free \$2MM annually.
- Installed a Unix-based client server Progress database system that brought real-time transaction processing to the trading desk in less than 6 months with a 2-man programming staff.
- Installed the accounting system that allowed almost all of the accounting for a \$5B asset base and one subsidiary to be accomplished with less than 4 personnel. System implementation occurred without significant negative comments from the external auditors or the internal bank auditors.
- Provided market advice concerning collateralized products to the parent bank's traders in Paris, which allowed them to earn over \$10MM annually in reduced borrowing costs.
- Minimized the tax position of the firm by installing accounting and trade processing systems which allowed tax advisors in Paris and New York to minimize both French and U.S. income taxes.
- Hired staff that incorporated systems, operational and trading personnel whose native languages included Russian, French, and Filipino, thereby creating a multicultural environment that facilitated superior communication with our French-based parent.
- Developed the risk management tools that allowed trading management to control trading risk and report these results in a fashion consistent with the parent's requirements.

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### **CAREER SYNOPSIS AND SELECTED ACCOMPLISHMENTS, continued**

#### **Senior VP/Director (Finance) • Company Name, NYC • 1988-1991**

Created a collateralized securities lending business and a short-term financing arbitrage trading operation. Provided market intelligence to the sales, trading and arbitrage operations of the unit. Developed bank/non-bank lending relationships enabling the unit to fund a \$10B asset operation. Created cross border opportunities for other units of Company Name.

- Key player in the startup of a primary U.S. Government dealer in record time, accomplished by assisting the trading and sales operations to gain the required 2% market share by aggressively and profitably financing the customer security purchases.
- Cultivated the first dedicated sales force for selling collateralized lending products to the institutional marketplace. In less than 2 years this sales operation added nearly \$5B in assets or liabilities to the balance sheet.
- Created a collateralized lending trading operation able to generate nearly \$3MM per year in profit after 2 years in operation, becoming the only consistent profit contributor.
- Reduced the financing costs of our trading inventory to add \$3MM per year in profits.
- Created the first foreign-owned U.S. government securities clearing/financing business offering services in competition with major domestic banks and securities firms to both domestic and foreign customers.
- Mitigated EEOC concerns by aggressively hiring and training women and minority personnel in positions traditionally held by white males; created a performance-based reward organization that incurred virtually no voluntary turnover during tenure.

#### **Executive VP-Short Term Products • Company Name, NYC • 1983-1988**

Vital member of senior team accountable for 50% of taxable fixed income business. Built corporation's top profit contributor, growing a \$200K business to one that generated over \$20MM per year in a 3-year period. Implemented market risk and credit control systems that prevented corporation from incurring any embarrassing exposure to the credit debacles of the 1980s.

- Designed a series of marketing programs to propel business to #2 ranking in terms of market share as well as customer perception of market impact.
- Created one of the first London-based operations for the sale of collateralized lending products in the London market.
- Aggressively hired and trained minority and female staff to alleviate EEOC concerns in other areas of the organization. Virtually eliminated turnover while creating a reduced cost staff.
- Cut staffing and staffing costs 35% after the 1987 crash without significantly impacting P&L or morale.

#### **VP-Central Financing Dept. • Company Name, New York, NY • 1981-1983**

Recruited to build trading business featuring short-term collateralized investment product line aimed at institutional clients. Grew a \$200MM asset operation into a \$4B collateralized lending book in less than 2 years with over \$5MM in profit.

#### **VP-Head Matched Book/Assistant VP-Corporate Finance • Company Name, NYC • 1976-1981**

**Manager-Financial Systems Development • Company Name, Philadelphia, PA • 1975-1976**

**Senior Account Executive • Company Name, NYC • 1972-1975**

### **EDUCATION**

**MBA-Finance, Harvard Graduate School of Business**

**BS-Electrical Engineering/Computer Science, Massachusetts Institute of Technology**

*Extensive list of technology proficiencies available at interview.*

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Dear NAME:

A quick review of the enclosed career synopsis will confirm my passion to succeed and keen ability to motivate and lead top talent to excellence. Currently, I am exploring senior executive opportunities in financial services or the technology arena in which to exercise my skills and continue leading in high visibility roles.

My strengths include the capacity for innovative and creative strategy development complemented by a global perspective. I excel in refining, reshaping or consolidating internal structures and processes, influencing decision-makers, leading teams, and reaching accurate decisions quickly. In short, I can approach business problems from both sides and create greater profits through attention to both revenue issues and cost containment initiatives.

Steady improvement in profitability has been a hallmark of my career. I offer extensive direct operating experience with large, complex, multi-site and multi-national industry leaders. I have led market share improvements internationally and grew sales domestically through a unique technology-driven perspective. My career has been built upon:

**Results Orientation:** Creation of highly profitable collateralized lending operations in several top tier commercial and investment banking institutions, including installation of a multi-million dollar computer service contract at a large conglomerate.

**Finance and Investment Management Expertise:** Highly leveraged equity, bond, and derivative instrument portfolio management, investment planning, asset/liability management, credit review and approval, management/execution of internal audits, preparation of operational and control budgets, tax planning, banking relations, and cash management.

**Technology Management Expertise:** Over 2 decades of experience developing applications for both operational and decision management, incorporating technology from the mainframe days through the personal computer explosion to the advent of the Internet.

**Securities Industry Experience:** Trade of fixed income instruments, equities, currencies, futures, and options in commercial banking, securities, and money management firms. Development of fixed income and currency management products for the institutional market.

**Marketing Experience:** Promotion of technology and consulting products to the Fortune 100 marketplace. Positioning and development of the marketing program for a collateralized lending product, earning ranking to one of the top market positions for several years running.

My salary requirements are realistic and, given the strengths and attributes I possess, make me an excellent value for your company's compensation dollar. My combined operating and financial expertise affords me a unique and dynamic perspective on business situations in the financial services and technology arenas.

Please contact me at your earliest convenience, as I would like to meet personally with you to discuss my management and leadership skills and how they can positively impact your organization.

Sincerely,

Samuel D. Tomlinson

Enclosure: Résumé