

MAYA ROSE TOBIN
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*Top Notch Registered Sales Assistant with expertise in
Financial Planning, Client Service & Compliance
10 yrs. of financial services experience running the day-to-day practice
of financial advisors/CFPs. Exceptional organizational, analytical
and creative problem solving skills.*

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PROFESSIONAL HISTORY

SPECTRUM FINANCIAL GROUP

2008 - 2009

Registered Sales Assistant
Addison, TX

Handled new agent contracting & licensing. Compliance: reviewed all new business submission paperwork; submitted advertising and sales literature to home office; maintained check registry blotter and compliance files; processed agent reassignments; ordered prospectuses, applications & brochures; reviewed e-mails for content; attended mutual fund Lunch N' Learns.

Contract work at financial planning firms, law firms
and nonprofit organizations in Nashville, TN

2007-2008

LINCOLN FINANCIAL ADVISORS

2004-2006

Registered Financial Planning Assistant
Atlanta, GA

Completed and processed investment/annuity applications; tracked rollovers & transfers. Performed trades and investment-related tasks on Streetscape. Assisted clients with account inquiries. Utilized financial software programs to generate reports; input financial planning data. Maintained client database. Greeted clients, answered phones, scheduled appointments. Monitored compliance procedures. Prepared spreadsheets. Provided support for marketing programs. Maintained supply/forms. Generated insurance illustrations.

AMERICAN EXPRESS FINANCIAL ADVISORS

1999-2004

Financial Planning Assistant
Arizona/Colorado/North Carolina

Completed & processed insurance/investment applications. Tracked rollovers & transfers. Assisted clients with routine requests and service issues. Transcribed summary reports. Handled compliance with NASD/SEC. Answered phones, greeted clients/scheduled appointments. Prepared spreadsheets; utilized financial software, financial plan data input. Maintained client database. Organized seminars. Generated Insurance illustrations.

FREELANCE LEGAL SECRETARY

1996-1998

Oregon/Washington

Legal word processing. Answered phones, scheduled appointments and greeted clients. Some litigation. Various areas of law; specialty in Intellectual Property.

INTERNATIONAL EXPERIENCE:

THE INTERNATIONAL MONETARY FUND

1994-1996

Bilingual (French) Secretary

Washington, DC

Assisted economists in English/French, primarily in the African Dept., African Executive Director's Office, and Monetary & Exchange Affairs Dept. Transcribed correspondence and mission reports; scheduled appointments, answered phones, and greeted clients. Generated statistical reports. Assisted the Cote d'Ivoire Delegation at The IMF Annual Meetings in 1995.

▪ **FRANCE (4 yrs.):**

Paris - Translator/Multilingual Word Processor Operator at a translation agency; and as Executive Secretary in the Economics & Statistics Dept. at the Organization for Economic Cooperation and Development (OECD);

Nice - Freelance Translator.

▪ **MONACO (2 yrs.):** Legal Assistant; Freelance English Teacher and Bilingual Secretary (French).

▪ **ISRAEL (3 yrs.):** Translator/Multilingual typist; Legal Secretary; French/English Tutor.

EDUCATION:

- B.A. in Spanish - Brooklyn College, Brooklyn, New York
- Teaching Certificate in Spanish, State of Florida
- University of W. Los Angeles School of Law (Paralegal Studies) – 6 credits, Dean's List
- Institut Catholique, Paris, France - Intermediate French
- Ulpan Beit Millman/Beit Meir - Tel Aviv, Intermediate Hebrew
- Economic & Commercial French - Chamber of Commerce & Industry, Paris, France

SPECIAL SKILLS & ACCOMPLISHMENTS:

- Statistical typing
- Organizational ability
- Analytical ability
- Financial planning data input
- Writing, proofreading and editing
- Legal secretarial/transcription
- Medical translations (French to English)
- Medical secretarial/transcription

LICENSES: Finra Series 7 & 63

LANGUAGES: English, French, Hebrew, Spanish, Italian

COMPUTER SKILLS: MS Office, investment/financial planning software