Cindy Smith, AEP®, CFP®, CAP®, ChFC®, CTFA, ADPA®
1 Prime Center
Atlanta, GA 30346
wealth@me.com
Cell 555-555-1234

Objective

I am seeking a position that allows me the opportunity to work with individuals and families with their financial education, trust administration and overall financial and estate planning needs. Relocation is welcome.

Key Areas of Expertise

- Financial Planning
- Trust administration and accounting
- Philanthropic education and planning
- Client relationship management
- Financial service sales
- Partnering with centers of influence, clients, and teammates

Professional Experience

U.S. TRUST, BANK OF AMERICA PRIVATE WEALTH MANAGEMENT
Sr. Trust Officer, Sr. Vice President, September, 2005 to present

Responsibilities include:

- Investment management and trust sales
- Professional trust and fiduciary administration
- Centers of influence cultivation
- Estate plan/Fiduciary reviews
- Client relationship management
- Top 10 Trust Sales and Retention nationally within affluent market in 2012
- Top 10 Trust Sales and Retention nationally within affluent market in 2011
- Top 10 Trust Sales and Retention nationally within affluent market in 2010
- Top Trust Officer in SC in 2007 within high net worth market
- Spirit of Excellence Award 2007

COMMERCE BANK, Private Bank
Team Leader, Vice President, July, 2000 to September, 2005

Responsibilities included:

- Team Leader with 8 Portfolio Managers on team
- Investment management on book of business of over $600 million
- Compliance management and monthly Reg 9 monitoring
- Retention and client relationship management

TEXAS WOMEN'S UNIVERSITY FOUNDATION
Assistant Director, Finance, August, 1996 to June, 2000

Responsibilities include:

- Consultant to donors and financial advisors on current and planned gifts
- Administration and investment management of over 70 trusts including CRUTs, CRATs, CLUTs, CLATs, Revocable and Irrevocable Education trusts
- Administration and investment management of $1 million CGA program
- Selection of investment managers and consultants
- Investment management of endowment and operations budgets totaling $200 million. Consistently beat Lehman Brothers & US Bond Manager index

Education

Masters in Financial Services, November, 2007
Penn College, Bryn Mawr, PA

Masters in Business Administration, December, 2003
Texas Womenôs University, Denton, TX

Bachelor of Science, Accounting, December, 1992
University of Central Oklahoma, Edmond, OK

Certifications

Accredited Domestic Partner Advisor™ (ADPA®) March, 2012

Accredited Estate Planner™ (AEP®) January, 2011

Chartered Financial Consultant™ (ChFC®) February, 2010

Certified Financial Planner™ (CFP®) August, 2008

Certified Trust and Financial Advisor™ (CTFA) April, 2008

Chartered Advisor in Philanthropy™ (CAP®) August, 2004