

SC

# Susan Clark

## Back Office Manager

Back Office Manager with five years in financial services, overseeing settlements, reconciliations, and regulatory reporting.

## PROFESSIONAL EXPERIENCE

Back Office Manager | May 2018 - Present  
Global Finance Corp. | City, ST

- Led a team of six analysts in daily trade reconciliations, achieving 99.8% accuracy
- Implemented an automated confirmation system, reducing manual processing by 50%
- Coordinate regulatory-report submissions, maintaining 100% on-time filings

Reconciliation Specialist | July 2015 - April 2018  
MarketTrust Investments | City, ST

- Performed daily cash and position reconciliations for \$2B portfolio
- Identified and resolved discrepancies within two hours on average

## CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 City, ST 12345

## EDUCATION

- B.S. in Finance  
May 2015  
City University, City, ST