Paul Brodhead, MBA, CSOP
San Francisco Bay Area
work [at] paulbrodhead [dot] com

Summary

Cheerfully relentless securities operations manager.
An analytical thinker, effective communicator, and seeker of collaborative solutions.
Experienced and trained in securities and operations; trade delivery and settlement; business analysis and process improvement; management; securities lending; stock, mutual fund, and fixed-income; currency, securities, and derivatives reconciliations; reporting; statistical analysis; asset management; and marketing.

Professional Experience

Trade Support and Reconciliations Manager, Vice President December 2014 – present
Reconciliations Manager, Assistant Vice President June 2013 – December 2014
Reconciliations Supervisor, Assistant Vice President June 2012 – June 2013
Reconciliations Supervisor November 2010 – June 2012
Securities Lending Analyst June 2008 – November 2010
Trust Operations, Global Trust Services, Transaction Banking
MUFG Union Bank, San Francisco, CA

Managed two departments and eight full-time employees at MUFG Union Bank. Improved processes, provided clear and timely reporting, and facilitated team-building and cooperation. In recognition of high performance, promoted to supervisor in November 2010, assistant vice president in June 2012, manager in June 2013, and vice president in December 2014.

• Business Analysis and Process Improvement: automated processing and reporting in partnership with colleagues in Global Trust Operations, Risk Management, and Information Technology.
  • Eliminated sale fail charges. Created a paperless securities delivery process for third-party lending, reducing trade delivery and settlement time from hours/day to minutes/day and cost from $10k+/month to 0$/month.
  • Automated exchanged-traded stock and options contract and collateral reconciliations. Manual weekly process which required 20+ labor hours a week is performed daily, in minutes.
  • Incorporated payable dates into Fed current face calculation logic, allowing risk and operations teams to focus on actionable current face discrepancies.
  • Implemented systems logic to automatically assign and report securities pay-down and pay-up discrepancies.
  • Designed, created, and tested automated reconciliations for cash suspense, domestic to global omnibus currency and securities positions , and global currency transactions.
  • Engineered improvements in manual global trade entry process via lean six sigma green belt project, decreasing cycle times by 75% and errors by 40%, while volume increased 60%.
• Governance and oversight: Served as secretary of Global Trust Services' Trust Operations Committee, reporting up to the Board of Directors' Risk and Capital Committee.
• Risk Management and Reporting: updated and corrected procedures documents for settlements, middle office, trade support, and reconciliations teams to reflect current processes, controls and business recovery requirements. Provided data for risk management kpi/kri reporting. Supported operations as primary point of contact for internal and external audit requests.
• Special projects: evaluated operations departments for senior management; created test scripts for systems upgrades and enhancements; auto-archiving of reports; designed custom reports; partnered with Risk and Trust User support in review of systems permissions; creation, correction, and updating of forms for systems access, trade instructions, corporate actions, asset set-up, and SWIFT set-up.
• Orchestrated reconciliation of multi-billion dollar transitions, including $8 billion outsourcing of global currency and securities custody; and $42 billion sale of retirement, labor management, and RIA assets.
• Managed buy-in prevention for custodial and non-custodial lending programs in accordance with SEC rules. Managed securities receipt and delivery, ensured timely settlement of trades, partnered with borrowers and brokers to resolve trade settlement problems. Communicated buy-ins status to senior management on a daily basis.
• Reconciled securities registration and location, contract comparison, and historical audit confirmation for securities lending. Ensured adequate collateralization for securities lending and options.

Securities Lending Analyst March 2008 – June 2008
RemX Financial Staffing, San Francisco, CA

After identifying and providing solutions to process inefficiencies, converted to direct hire at Union Bank.

Registered Client Service Associate July 2005 - Dec 2007
Global Wealth Management
Morgan Stanley, Ontario, CA

Supported a financial advisory practice. Traded mutual funds, equity, and fixed-income securities. Served as initial point of contact for clients. Rebalanced client portfolios, provided reports and research.

• Conducted securities analysis, market conditions reporting, strategic planning, due diligence, and risk management.
• Coordinated transfer of Rule 144 securities and physical certificates between clients, back office, and transfer agents.
• Implemented and analyzed a client survey with an excellent response rate (50+%).
• Produced educational and prospecting events for high-net-worth clients and prospective clients.

Contractor Jan 2001 – July 2005
Various Clients, San Francisco and Los Angeles, CA

Freelance contractor, primarily providing web development and content services.

Operations Web Developer, Business Analyst Jan 1999 – Dec 2000
Operations Development
NorthPoint Communications, Emeryville, CA

Provided technical support and web development for provisioning and subscriber installation organizations. Created departmental websites. Awarded "Star of Northpoint" for creating online telecom glossary.

Customer Support Supervisor Jan 1998 – Jan 1999
Infoseek Corporation, Sunnyvale, CA

Managed a team of 5 FTEs. Tracked, assigned, and monitored resolution of messages to Customer Support Department with required 24-hour turnaround time.

Education

Master of Business Administration, **Finance Concentration**, 3.64 GPA March 2008
California State Polytechnic University, Pomona, CA
Honors: Beta Gamma Sigma Honor Society, Graduate Presidential Scholarship 2006 & 2007, CFA Society Scholarship 2007
Leadership / Volunteerism: Covenant House Young Professionals
Culminating Project: Financial Modeling (Acquisition of BellSouth by AT&T)
Relevant Coursework: operations, financial modeling, business forecasting, corporate finance, financial accounting, managerial accounting, project management, quantitative methods, portfolio theory

Bachelor of Arts, **Comparative Literature** May 1996
University of Michigan, Ann Arbor, MI

Awards and Recognition

SBB&T Integration	April 2013
Global Trust Services Strategic Transformation	January 2013
Project Darwin	February 2012
Spot Award for "extraordinary efforts"	July 2012
Frontier Integration	April 2011
Outstanding Performance	October 2009
Risk Visionary	March 2009

Certifications and Registrations

Certified Securities Operations Professional (CSOP)	March 2012 - present
FINRA/NASD Series 7 (General Securities Representative)	April 2006 - December 2007
NASAA Series 66 (Uniform Combined State Law) licenses	April 2006 - December 2007

Technical Skills

Securities, Trust and Custody, depositories, and reconciliation systems: DTC, SEI, Lighthouse, Loanet, Global Plus, IntelliMatch, Global One/ Global Explorer, Bloomberg
Securities trading: stocks, mutual funds, fixed-income
Deliveries and settlements: domestic, fed, international
Reconciliation and reporting: currency, securities, derivatives
Business analysis: requirements gathering, testing, scripts, implementation
Database, Reporting, Analysis: Business Objects, Crystal Reports, Access, EViews, ForecastX, Visio, Acrobat
Intranet/Internet Development and Graphics: FrontPage, Dreamweaver, Fireworks, Photoshop, Illustrator
CRM Software: Bill Good Marketing Gorilla CRM System, Remedy