

## Curriculum Vitae - Edward Clark



### Personal Summary

Reliable, friendly, intelligent. **Native speaker** from England. Six months of teaching experience in Vietnam. I worked in banking for seven years and have a wide range of skills and knowledge. I have managed teams, trained new staff members and implemented procedures.

### Qualifications

- Second Class Bsc in Economics – University of London
- Cambridge ESOL Level 5\* Certificate in Teaching English to speakers of Other Languages (CELTA)
- CFA (Chartered Financial Analyst) Level 1

### Work Experience

#### **English Teacher – Topica Native – August 2015 – Present**

*Beginner and Intermediate Vietnamese Students aged 16-70*

#### **Business English Teacher - Japanese language center Hoi An, Vietnam – December 2015 – Present**

*Intermediate Japanese Students aged 20-25*

#### **Boxing and Fitness coach (Hoi an) August 2014 – May 2015**

*Ran group and private classes for ex-pats and travelers*

#### **Finance Analyst – Babson Capital Europe Limited (London) – March 2010 – April 2014**

Babson Capital Europe is a Hedge Fund with assets under management. I managed the settlements team which was responsible for transferring debt.

*Managed eight team members*

*Ensured safe transfer of complex debt products, overseeing the daily transfer of EUR 5-80 million*

*Reviewed legal documents*  
*Created and managed statistical reports to management*  
*Improved processes leading to a 50% efficiency gain*

**Senior Analyst – Deutsche Bank Operations International (London) 3<sup>rd</sup> November 2008 – February 2010**

DB Prime Brokerage maintained a trading portfolio of debt for an institutional client. I worked alone as their dedicated member of staff for various operations tasks.

*Ensured safe transfer of complex debt products, overseeing the daily transfer of at EUR 5-10mm in assets.*  
*Managed the client relationship*  
*Maintained accurate ongoing record of the clients portfolio across system.*  
*improved a 40% increase in efficiency.*  
*Trained new team members on other roles.*

**Assistant Product Manager – Edeus Mortgages (Wolverhampton, England) - June 2007 - January 2008**

Edeus was a specialist mortgage lender. The product team was responsible for setting the interest rates and fees of the mortgage loans.

*Set interest rates and fees of mortgage loans*  
*Managed market research during and its communication to the business.*  
*supplied daily management information*  
*Performed on-demand bespoke tasks for the executive.*

**Intermediary Support Agent – Edeus Mortgages (Wolverhampton, England) - November 2006 – June 2007**

*Worked in the Edeus call centre, answering phone calls from mortgage clients*