

# Client Name

## Operations & Sales Management Executive

Accomplished leader with progressive experience across investment banking, traditional banking, wealth management, and real estate. Adept at cultivating high-performance teams and delivering exceptional outcomes through strategic leadership.

- **Operational Excellence:** Highly skilled in managing complex business processes, optimizing operational efficiency, and guiding organizations toward sustained success. Instrumental in integrating advanced analytical techniques with innovative problem-solving to drive substantial business growth and operational excellence.
- **Business Development & Growth:** Drive organizational growth by implementing strategic initiatives and refining business plans, consistently exceeding performance benchmarks and enhancing operational efficiency.
- **Strategic Revenue Improvement:** Increased revenue through successful contract negotiations and strategic relationship building, driving substantial fundraising and business expansion.
- **Advanced Portfolio Management:** Utilized advanced quantitative methods to optimize and rebalance investment portfolios, including institutional accounts and mutual funds, ensuring peak performance and effective risk management.
- **Team Building & Leadership:** Elevated team productivity and collaboration through targeted coaching and operational leadership, enhancing fund utilization and liquidity management across equity portfolios.

## Areas of Expertise

- Sales & Finance Management
- Business Strategy Planning
- Technology Implementation
- Leadership Development
- Operational & Strategic Leadership
- Distribution Management
- Operational Systems Development
- Start-Up Management
- Talent Cultivation
- Program Planning & Delivery
- Executive Team Leadership
- P&L Management
- Business Model Design
- Portfolio Management
- Sales & Revenue Optimization
- Global Business Expansion
- Organizational Restructuring
- Business Process Optimization

## Professional Experience

**Bastion Capital Partners– Pasadena, CA / Miami, FL**  
*Chief Operating Officer (COO)*

**2022 – Current**

Lead end-to-end operational, HR, investor relations, and communications within traditional and decentralized finance and cryptocurrency funds ecosystems. Prioritize CEO/CIO and management objectives, navigating competing demands and complex organizational dynamics through strategic leadership. Manage internal and external stakeholders, applying broad experience with operations systems, including development, planning, budgeting, and business analysis. Translate strategy into actionable steps for growth by implementing organization-wide goal setting, performance management, and annual operations planning.

- Increased revenue by 250% and fundraising for the organization through successful contract negotiations, sector-wide relationship building, and exemplary team leadership.
- Drove the growth and success of start-up organizations, including autonomy in operational functions, fundraising, and expansion through senior leadership and business management.
- Unlocked employees' true potential through SWOT analysis, talent placement in best-suited positions, and comprehensive coaching.
- Balance program delivery with budget considerations, coordinating P&L management with team leaders and the CFO to ensure financial and operational alignment.
- Boosted organizational performance by building, coaching, and directing a high-functioning executive management team while cultivating positive relationships.
- Enabled well-informed decision-making and effective organizational management by applying a comprehensive understanding of finance, business functions, and HR.
- Earned recognition from industry leaders, such as Blake Richman, CEO of Bastion Capital Partners, highlighting the pivotal operational role and esteemed leadership.
- Revitalized recruiting, onboarding, professional development, performance management, and retention processes while managing capital investments to meet investor targets for growth and profitability.

- Steered the design and execution of the business and operating model, financial strategy, budget, and performance management systems to maximize impact and promote sustainability.

**Morgan Stanley – Pasadena, CA**

**2012 — 2022**

*Chief Operations Officer, Team Operations Director, SVP, Portfolio Manager/Financial Advisor*

Achieved optimal performance and mitigated risks by utilizing advanced quantitative methods to structure, manage, and monitor investment portfolios, including institutional Fortune 500 accounts, mid and small-sized 401(k) platforms, mutual funds, and separately managed accounts. Aligned organizational objectives with strategic decision-making by liaising with executive-level management and C-suite leaders to devise performance goals and long-term operational strategies.

- Ensured peak portfolio performance and effective risk management through equity portfolio optimization and rebalancing. Maintained seamless operations and efficient trade execution by overseeing day-to-day systematic trade generation and execution.
- Elevated team productivity and collaboration through coaching, guidance, and strategic operational leadership. Managed cash flow and liquidity for equity portfolios to optimize fund utilization and liquidity management.
- Revitalized team sales and revenue channels by assisting in ad-hoc analyses and special projects, including conducting sensitivity analyses. Improved portfolio performance by conducting portfolio construction research and applying innovative approaches.
- Communicated investment strategies and performance metrics by preparing Excel reports and PowerPoint presentations for clients and prospects. Orchestrated smooth transitions and effective integration by leading new portfolio testing and implementation.
- Maximized revenue generation and increased operational efficiency/productivity via process analysis, interdepartmental communication, and implementation of best-suited solutions.
- Bestowed with commendations from industry leaders, such as Scott M. Perry, SVP, Corporate Retirement Director at Morgan Stanley, for liaising with institutional and high-net-worth clients.

**Triple A Heavy Equipment – Los Angeles, CA**

**2009–2011**

*Chief Operations, Sales & Finance Officer*

Oversaw annual sales and operations exceeding \$10M through team leadership, strategic planning, and business management. Enhanced sales and operational efficiencies by developing a scalable process for coordination across teams.

- Created an automated monthly and quarterly sales report that reduced sales tax preparation time. Driven global expansion by identifying, analyzing, and presenting new business opportunities.
- Secured long-term business opportunities by achieving contracts and partnership agreements with local sales heads and purchasing directors abroad.
- Improved performance forecasting accuracy by reconciling actual performance versus forecasts, providing variance analyses, and identifying key drivers of performance or timing changes.

**Additional Experience**

**Senior Commercial & Residential Loan Officer, Vice President**, Washington Mutual Bank / JP Morgan Chase – Brea, CA  
**Assistant Branch Manager, Assistant Vice President**, First Bank & Trust – Fullerton, CA  
**Personal Banker**, Bank of America, West Covina, CA  
**Financial Analyst**, Supply Access – El Segundo, CA

**Education**

**Juris Doctorate: Corporate Law**, Trinity College of Law  
**Bachelor's Degree in Business Administration & Finance**, University of California, Riverside

**Professional Certifications**

FINRA Series 7 • FINRA Series 66 • Chartered Retired Plan Specialist<sup>SM</sup>, CRPS<sup>®</sup> • NMLS#1305274 • CA. Ins. License #OE09046

**Technical Skills**

Microsoft Office, Windows & Macintosh OS, SAP, 3D Investment Banking

**Language Proficiencies**

Fluent in English • Conversational Spanish • Functional Arabic