

Bethuel Philantrope

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PROJECT MANAGEMENT

Top-performing, strategic leader with 16+ years of progressive success in overseeing trade capture/execution and securities operations with in-depth knowledge in financial instruments and investment services in the hedge fund administration field. Eagerly pursuing an opportunity as a certified Project Manager to manage front and back office projects across departments to achieve operational objectives by contributing information to support strategic plans, identifying trends and implementing system/process improvements that align with customer-service standards. Recognized as a forward-thinker for continuously identifying ways to improve processes while working alongside management to implement new departmental policies and procedures. Persuasive communicator capable of interacting with professionals at all levels to develop/institute organizational changes, building a rapport with clients to meet expectations and assessing needs to provide effective solutions.

LEADERSHIP AND TECHNICAL COMPETENCIES

- Problem/System Analysis
- Quality/Continuous Improvement
- Team Leadership & Development
- Proficient in Microsoft Word, Excel, Outlook; Geneva and Sungard-InvestOne
- Document Management
- Task Prioritization
- Project Life-Cycle Methodology

EDUCATION AND PROFESSIONAL DEVELOPMENT

B.S., Business Economics, Rutgers University, New Brunswick, NJ - December 2000

Project Management Professional Certification (PMP), PMI - October 2017

EXPERIENCE SUMMARY

BNY MELLON, Woodland Park, NJ, MARCH 2001 – PRESENT

Trade Capture-Supervisor, July 2010 – Present

- Instill drive to enhance front-office operations and surpass client expectations by directing team in providing comprehensive trade capture support to ensure integrity within the risk management system and maintain accuracy throughout the process through constant interaction with clients to discuss trades/deliverables.
- Apply critical thinking to facilitate new business/technology developments that improve services for clients by researching trends to improve performance while creating/updating securities to impact client's portfolio and conducting bi-monthly meetings to share pertinent information with staff.
- Provide critical oversight on a multitude of business/platform migration projects from conception to completion, guide team in resolving unexplained profit and loss (P&L) and escalate high risk items.

Key Achievements:

- Entrusted to reassign job functions across the organization to meet business needs/demands and received multiple accolades from internal and external clients for achieving ideal client execution.

Trade Capture-Team Lead, March 2001 – July 2010

- Demonstrated essential leadership skills needed to direct training/development initiatives that improved workflow by orchestrating meetings with staff to ensure a clear understanding of daily objectives/new products in compliance with company guidelines and instructed new procedures which enhanced morale.
- Thoroughly reviewed and authorized trade captures entered into system by team to meet constantly-changing regulatory requirements while investigating discrepancies to obtain timely resolutions.

VOLUNTEER EXPERIENCE

- Active member of the Finance Committee and Deacon of the Greater Shiloh Church in Pennsylvania; provided direct support for disaster relief during multiple life-changing mission trips to Haiti.