Example Curriculum Vitae

James M. Walker

PERSONAL DETAILS

Address:	4 Stangate Drive London SE16 5EF		
Telephone:	020 7393 1664	**Mobile:**	07858 883348
Nationality:	British	**Marital Status:**	Married

EDUCATION AND QUALIFICATIONS

Sept 1983 - Jun 1986 University of Manchester
B.A. (Hons) Economics 2:1
Sept 1981 - Jun 1983 City College Ipswich
3 ‘A’ Levels; History, German and English Literature
Sept 1976 - Jul 1981 Ipswich High School
9 ‘O’ Levels; Grades A – C including English and Maths

PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS

Financial Planning Certificate parts 1, 2 and 3
G10 Taxation & Trusts (passed with distinction)
G20 Personal Investment Planning
CF9 Pensions Simplification
Member of the Institute of Financial Planning

COMPUTER SKILLS

1st Software, Lotus Notes, Touchstone, Exchange, Synaptics, Microsoft Office Applications and Internet Explorer

Mar 2002 - Present **Baker Tilly Financial Services**
Financial Consultant

- Providing independent financial planning advice to private clients in the following areas; personal pensions including SIPPs, retirement planning, annuities, staggered vesting and drawdown, portfolio construction including, monitoring and reviewing, tax planning, capital gains, IHT mitigation and trusts
- Supporting clients in providing valuable advice in the run up to ‘A’ day and on
- Providing independent financial planning advice to corporate clients in the following areas; share protection, key man cover, employee benefits including occupational schemes, namely GPPs, EPP stakeholder and SSAS
- Clients are gained through successfully building and maintaining relationships with accountancy partners and third party professional introducers
- Projected business in financial year 2006 = £500,000 including new business and trail
- Production figures 2005 = £450,000 including new business and trail
- Production figures 2004 = £380,000 including new business and trail
- Salary £75,000 + discretionary bonus of £10,000 to £15,000 + benefits

Jun 1998 – Feb 2002 **Haines Watts Chartered Accountants**
Financial Consultant

- Well versed in all aspects if financial planning covering; investment planning, inheritance tax planning and retirement planning
- Working closely with firms of stockbrokers to consequently maximise business generated from these introducers

- Personal revenue generation £200,000 in first year
- Managing and developing new client relationships to maximise business opportunities
- Writing of detailed reports for clients based on financial review of current circumstances, outlining shortfalls, and action required for present and future needs
- Responsible for concluding four professional introducer mandates

Jul 1993 – May 1998 **Lucas Fettas**
Senior Paraplannner/Trainee Consultant

- Supporting senior financial consultants in providing holistic financial planning to affluent clients
- Undertaking relevant research, writing recommendations and performing client presentations
- Creation of comprehensive, high quality, bespoke financial plans
- Creation of individual cash flow forecasts to provide context within which advice could be given
- Significant client contact both pre and post delivery of financial plan
- Each plan encompasses a comprehensive review of the clients affairs to include advice on: debt and cash flow management, retirement planning (including drawdown arrangements and SIPPs), life cover, critical illness, income protection planning, estate planning and IHT mitigation
- Capital gains tax and income tax planning, including knowledge of film partnerships, VCTs and EISs
- Risk assessment and creation of investment and pension portfolios based on asset allocation, the three factor model and Modern Portfolio Theory

Aug 1991 - Jun 1993 **Hewitt Bacon & Woodrow Ltd**
Paraplanner

- Assisting senior consultants in providing holistic financial planning to private clients
- Undertaking market and product research and selection
- Report writing, fact-finding and compliance duties
- Co-ordinating annuity business and assisting on broking, implementation and staff training
- Providing assistance to corporate clients and their employees
- Point of contact for the group pension schemes for Odeon Cinema and Wimpey International
- Monitoring new business leads and work in process for senior consultants
- Working with clients on a fee basis

Nov 1989 - Jul 1991 **Regal Partners Financial Planning Ltd (IFA)**
Technical Department

- Assisting financial advisers in calculating retirement benefits, providing retirement and investment advice to both corporate and private clients
- Carry out product research and producing recommendation reports and letters
- Fact-find checking and compliance duties
- Administering income drawdown reviews
- Providing support to advisors by following up potential leads

Oct 1986 - Oct 1989 **Scottish Equitable Plc**
IFA Sales

- Assisting senior broker consultants in providing life, pension and investment products to both corporate clients and the intermediary market
- Producing new and existing business quotations for various products offered by the company
- Processing new and existing business proposals
- Providing assistance to corporate clients with investment related queries

INTERESTS
I have various diverse interests and these include reading, going to the gym, playing golf, listing to jazz music and socialising with my friends and family.