

Carly Bishop, MBA

Boston, MA

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Experienced Foreign Exchange Associate with a demonstrated history and success working in the international business and finance industry. Skilled in Microsoft Office Suite, corporate communications, complex problem solving, critical and creative thinking, public speaking, customer relations, quantitative and qualitative research, and writing. Strong, self-driven international finance professional with a Masters of Business Administration from the University of Massachusetts Boston. Seeking a position that will allow me to utilize my unique skill set while adding value in a fast-paced and dynamic environment.

Experience

Investment Product Specialist

J.P. Morgan Chase | Boston, MA 02110

July 2023 – July 2024

Relationship management, verbal and written communication with high net-worth individuals and senior management, daily cross-currency transactions, revenue reports, pricing and execution of trades, adherence to pricing guidelines, use of the Bloomberg terminal, setting division-wide daily FX pricing, cross-functional collaboration

Senior Foreign Exchange Associate

First Republic Bank | Boston, MA 02110

July 2020 – July 2023

Verbal and written communication with high net-worth individuals and senior management, followed global news and markets, adherence to federal, state, and international laws, assisted in development and execution of operating policies and procedures, procedural optimization for seamless international transactions, trained new employees, rectified ambiguity, maintained proper documentation, onboarded clients, problem solving, prioritization of duties, time sensitive tasks, daily communication and connection with clients, founder of the office book club: "Trade Bookers"

Foreign Exchange Specialist

Rockland Trust | Rockland, MA 02370

July 2019 – July 2020

International financial transactions, logged trades, qualitative and quantitative global market research and integration, data analytics, market analysis, generated and designed reports, maintained client relationships, product development, internal and external communication, solved issues that arose with foreign entities, cross-border communication, market trend analysis, extensive use of Excel, compliance, filed federal reports, KPI and key metric identification and analysis, marketing operations, onboarded clients, reached out to prospects, project management, evidence-based decision making, primary and secondary research, consumer experience platform testing, supervision of product launches, integrated marketing

Bank Relations Manager

Rockland Trust | Plymouth, MA 02360

May 2018 – July 2019

Financial transactions, adhered to security and compliance laws and regulations, communication, balanced drawers, maintained confidentiality, problem solving, payment card promotion

Education

- **University of Massachusetts, Boston** 2019-2022
 - Master of Business Administration
- **University of Massachusetts, Amherst** 2016-2019
 - Political Science Major
 - Emphasis on international relations and political economy
 - Spanish- A2-B1 Proficiency

Certifications

- Conflict Resolution & Negotiation Skills Course (February 2020)
- Harvard X- Exercising Leadership: Foundational Principles (November 2021)
- Harvard X- U.S. Public Policy: Social, Economic, and Foreign Policies (December 2022)
- OSHA 10
- Marketing Certificate (May 2016)
- Financial Literacy Certification (May 2016)

