

Charles Kennedy

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- Experience:**
- UBS Financial Services Inc, New York, NY** **2002 - Present**
Financial Advisor at the UBS Financial Services flagship office. Completed UBS Corporate Training Program at Lincoln Harbor Headquarters, successfully obtained the necessary industry licenses. Managed in-house accounts, developed client relationships, and marketed the firm's products and services to prospective clients. Worked as an associate for the Conroy-Schifano Group, institutional fixed income portfolio management, developing marketing plan and assisting in client prospecting.
- Version Internationale, Lyon, France** **2001 - 2002**
Project Manager responsible for organizing and supervising the successful completion of software translation and localization projects. Managed and assisted a team of more than fifteen translators and editors as well as an external network of freelance providers. Established and maintained client sales relations, managed project budgets and billing, and organized a loaded internal schedule to ensure that all projects would be completed by their negotiated deadlines. Worked in a French language environment and interacted with clients across Europe and the United States and Canada.
- Council Travel, New York, NY** **Summer 1999**
Representative working on the Work and Travel USA Program. Responsibilities included working with exchange students arriving from abroad, providing information, and assisting with the orientation program.
- Werbell & Carnelutti Law Firm, New York, NY** **Summer 1998**
Summer internship assisting at a corporate law practice. Managed and reorganized client database to facilitate retrieval of information for several ongoing patent suits filed all over the world.
- Education:**
- The Colorado College, Colorado Springs, CO** **Graduated 2001**
Bachelor of Arts in Psychology.
- University of Melbourne, Melbourne, Australia** **Spring 2000**
Semester-long international study abroad program.
- Universidad de la Havana, Havana, Cuba** **Summer 1999**
Colorado College program taught in Cuba.
- Registrations:** NASD Series 7 Registered Securities Representative, and NASD Series 66 Investment Advisor. New York State Life Insurance, Accident and Health Insurance, and Variable Annuities Licenses.
- Computer Skills:** **Operating Systems:** Windows 98, Windows XP, Windows NT, DOS, and Apple OS (9.2 and X).
Office Programs: Proficient in Microsoft Word, Excel, PowerPoint, and Outlook.
Web Design: FrontPage, Dreamweaver, FTP, experience in writing HTML code.
Programming: Introductory course writing programs in Visual Basic, C+, and Pascal.
- Language Skills:** Trilingual in English, Italian and French with excellent spoken and written Spanish. Born in Italy, raised bilingual by Italian mother and American father. Studied at the Lycée Français de New York grades kindergarten through nine. Spent sophomore year living in the Italian House, organizing and assisting in language activities. Lived and worked in Lyon, France for a one-year period directly after graduating from Colorado College.
- References:** *Available upon request.*