

Fixed Operations Cover Letter

78282 Mohr Village Morisetteville, SD 37056-8650

Dear Bellamy Konopelski,

Please consider me for the fixed operations opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for complex solution second-tier support to end users for either PC, server, or mainframe applications and hardware.

Please consider my experience and qualifications for this position:

- Commercial Support (Documentation) – prepares/reviews commercial loan documentation and collateral for new and existing loan customers ensuring compliance with established bank guidelines and external regulations
- Commercial Support (Investigations) - obtains and verifies credit and account information for interested parties
- Direct Sales - Opens and maintains demand deposit, time deposit and certificate of deposit accounts while completing a variety of clerical duties and adhering to established procedures and the Company's quality service focus
- Day to Day handling of operations within the Fixed Income product line including settlements of Repo and cash corporate action
- Understanding of fixed income products including corporates, governments, municipals, preferred, and rates products
- Familiarity with PHP, HTML5, CSS, JavaScript or other related scripting or markup languages
- Having knowledge on Bank operation and procedures is preferred
- Previous exposure to Fixed Income Trading environment and systems

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Baylor Bode