



## Sample Consultant Background — *Staff Consultant*

### Summary of Qualifications

- Over 6 years of experience in corporate stock administration
- Broad range of data maintenance in stock administration, including stock options, employee stock purchase plans and restricted stock units
- Experienced in Merger and Acquisition and international stock compensation issues
- Ability to effectively plan, coordinate and meet deadlines of multiple projects
- Fiscal Quarter Information summarized for each Fiscal Year
- Proficient in E\*TRADE *Equity Edge* and *OptionsLink*, and Microsoft Office products

### Stock Administration Experience

- Managed the daily transaction process, including database updates, stock option exercises, terminations, and settlement reconciliation
- Administered all elements of *Equity Edge* database, including imports, exports and consolidation of data from multiple systems due to mergers and acquisitions
- Coordinated with transfer agent, brokers and outside legal counsel regarding stock related transactions
- Provided excellent customer service responding to employee and shareholder inquiries in a timely and professional manner
- Coordinated ESPP enrollment and purchases
- Responsible for administration of company's global employee stock purchase plan
- Generated and reconciled financial reports for payroll, tax, accounting and treasury departments
- Trained and mentored new and junior employees, assisting in their development
- Researched and prepare legal opinions for sales of restricted stock pursuant to Rule 144 and Forms S-3
- Prepare and file via EDGAR on-line filing system Forms 3, 4, & 5 for Section 16 officers
- Tracked disqualified dispositions and filed 83(b) forms
- Research implications of granting stock options to international employees and implement as appropriate
- Evaluated third-party vendors and managed implementation of the outsourcing project to the appropriate vendor
- Managed third-party vendor relationships, including brokers and transfer agents
- Reconciled all options and shares outstanding for quarterly and year-end reporting

### Education & Training

Master of Science in Economics

Bachelor of Science in Accounting

Certified Equity Professional, Level II, CEPI, Santa Clara University

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