

SHEILA CAMILLUS

Business Manager - Financial Services

937.886.0129

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Business Leader known for applying initiative and resourcefulness to resolve urgent issues calmly and quickly. Highly effective at communicating action plans and status in high-pressure situations.

Team Leader skilled at building high-performing teams that create and maintain seamlessly functioning office environments. Experienced in managing large-scale, cross-functional projects.

Operational Leader who proactively delivers bottom-line improvements by driving smart expense decision-making, applying technology to increase productivity, and implementing policy changes that improve workflow and producer efficiency.

Expense & Policy

Travel & Entertainment
Special Events
Market Data
Telecommunications

Compliance

Trading Practices
Gifts & Entertainment
Communication Practices
Industry Licensure

Business Operations

Business Continuity
Vendor Management
Software Implementation
Office Maintenance/Remodel

Finance & Accounting

Budgeting
Forecasting & Planning
Reporting
Production Tracking

PROFESSIONAL EXPERIENCE

Owner/President, CAREER COLLABORATIONS (Hire Impact Résumés, LLC), Dayton, OH 2008 - present
Handle all aspects of business from delivery of career-related services to business planning, marketing, sales, and accounting. Manage timely completion of deadline-sensitive projects where accuracy and attention to detail are imperative. Maintain a loyal client base, producing a thriving business that has grown virtually 100% from referrals.

Vice President/Business Manager, MERRILL LYNCH & CO., INC. (now Bank of America), San Francisco, CA 2000 - 2006
Global Markets and Investment Banking Group, Institutional Sales. Promoted from Assistant Business Manager, 2/2003.
Managed front-office team and administrative functioning of an 80+ person equity and fixed-income trading floor. Held dotted-line supervisory role over technology group and IT services. Led implementation of new corporate policies, such as spending guidelines and new application roll-outs. Applied cost-benefit and compliance review in approving expenses.

- Reduced annual **market data** spending by \$500K and telecommunications spending by \$200K, without negatively impacting sales, by identifying and carefully eliminating redundancies and unused systems.
- Designed Access database to link employee IDs to data including HR, technology, and expense details. Enabled **faster reporting** and **reduced errors**. Eliminated need to enter information in multiple locations.
- Collaborated with IT to **automate** a tedious **reporting** task; decreased preparation time from 8 hours to 20 minutes.
- Teamed with architect/designer, finance department, IT team, corporate real estate group, and builders to plan \$4M **office remodel** to improve appearance, floor space usage, and technology.
- **Hired, mentored, and managed** 3 team members who advanced to new roles in the front office and trading floor.

Commissions Manager, QUADRAMED CORPORATION (medical software and services), San Rafael, CA 1999 - 2000
Led commissions department, including managing staff and instructing monthly commissions of up to \$1M for 90+ sales reps.

- Improved **compensation plan** and **revenue-tracking process** with executive sales team and PeopleSoft consultants.
- Introduced automated payroll upload, eliminating manual errors and reducing monthly payroll entry time by 6+ hours.
- Developed an adjustment tracking system to monitor outstanding requests, eliminate backlog, and remain current.
- *Earned a standing ovation at national sales meeting for transitioning problematic department into a team recognized for timeliness, accuracy, and responsiveness.*

Operations Specialist, Treasury Accounting Control, FRANKLIN TEMPLETON, San Mateo, CA 1998 - 1999
Learned cash-flow monitoring practices as part of a team formed to lead a conversion to an automated reconciliation platform. Following successful transition, conducted troubleshooting and teamed with programmers to reduce manual workarounds.

EDUCATION & LICENSURE

MBA, BOSTON UNIVERSITY. Boston, MA, 1997. Beta Gamma Sigma academic honor recipient.

B.A., Psychology, UNIVERSITY OF NOTRE DAME. South Bend, IN, 1994.

St. Mary's College Semester Around the World Program, Fall, 1993.

Studied at Stella Maris College in Chennai, India. Toured 11 Asian and European countries.

Formerly held FINRA licenses (expired): Series 6, 7, 9, and 63.