



# KELSEY ANN CAYETANO

INVESTMENT SUPPORT ASSOCIATE

📞 0969-402-0327

✉️ cayetano.kelsey@gmail.com

🌐 <https://www.linkedin.com/in/kelsey-ann-cayetano-026b32151/>

🏠 Brgy. Pinagkawitan Lipa City, Batangas, Philippines 4217

## PROFESSIONAL SUMMARY

*A passionate worker with experience in data handling and processing of investments and wealth management related transactions. She is known for her hardworking ethic and exceptional people skills.*

## ACADEMIC BACKGROUND

**DE LA SALLE UNIVERSITY - LIPA** 2015 - 2019

BACHELOR OF SCIENCE IN BUSINESS  
ADMINISTRATION MAJOR IN MARKETING  
MANAGEMENT

## SKILLS

- Ability to efficiently handle transactional-based type of work.
- Knowledgeable in using the Bloomberg AIM Terminal and SunGard InvestOne
- Keen attention to specifics and details with effective time management skills.
- Highly adaptable to a fast-paced environment

## REFERENCES

### CZARINA LEI S. IGNACIO

Operations Officer  
BPI Wealth  
czarinalei.ignacio@gmail.com

### PAULA BIANCA P. JABAY

Investment Support Officer  
BPI Wealth  
paulajabay@gmail.com

## CAREER HISTORY

### INVESTMENT SUPPORT ASSOCIATE - LEVEL B

BPI WEALTH

**2023 - Present**

- Provides efficient, advanced trade management and support to the Fixed Income Desk of the Investment Management Division (IMD)
- Books and encodes various trade transactions of Peso and Global fixed income securities.
- Allocates Time Deposit placements to various BPI branches by consolidating orders of trust accounts and investment funds.
- Instructs daily cash settlement of fixed income transactions which includes timely and accurate routing of cash remittances (RTGS, PDDTS, SWIFT) to internal counterparts.

### INVESTMENT SUPPORT ASSOCIATE

BPI INVESTMENT MANAGEMENT, INC.

**2020 - 2023**

- Provides support to the daily transactions undertaken by the Fixed Income and Equity Desk.
- Consolidates and places orders for government securities, corporate bonds, time deposits and other securities ordered for the mutual funds for fixed income and handles the booking and matching of trades between trader and brokers for equity transactions.
- Processes requests for payment to counterparties/brokers for settlement of trades.
- Provides instruction debit or credit accounts to Operations and coordinates with other units for the monitoring of incoming cash payments.
- Creates booking and daily inflow/outflow report of wholesale and retail pool orders from third party distributors.
- Generates the daily NAVPS/prices of the mutual funds.