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## Summary

Thorough knowledge of modern portfolio theory and a proven ability for problem solving and establishing outstanding relationships with clients, prospects, and co-workers. Superior communication skills, both written and oral. Proficiency in Microsoft Office, Excel, Word, PowerPoint, Advent/Axys, and Internet research. Well-developed research, analytical, time management skills, and proven ability at multi-task responsibilities.

## EXPERIENCE

WEALTH MANAGEMENT INTERNATIONAL, Peoria, Arizona  
March 1, 2006 – Present  
Investment Operations Manager, Client Services Associate

Portfolio Management Responsibilities; responsible for executing Investment Programs for high net worth clients, responsible for maintaining model portfolios, responsible for rebalancing client portfolios, maintains client and security groups, responsible for cash positions in client accounts, prepares portfolio performance results

Trading responsibilities; performs all trading activities for Wealth Management Int.

Client Service Associate Responsibilities; responsible for client relationships of one million dollars and above, prepares presentation reports for prospect meetings, prepares paperwork for implementation of new client accounts, oversees transfer process for new clients, maintains client relationships for high net worth clients.

VANGUARD GROUP, Scottsdale Arizona  
2004 - 2006  
Client Service Group

Successfully guides clients through portfolio reallocation and diversification process by bringing in, adding to and subtracting from, when necessary, new positions to align portfolio with the security market line

Brings in new clients through  
Guiding clients and prospects towards the appropriate mutual fund selection for their portfolios

BANK OF AMERICA, Los Angeles, CA  
Portfolio Manager, Private Bank

2000-2004

Responsible for the assessment of each client's individual needs and goals, customize portfolios accordingly, and maintain a long term relationship with private clients.

Responsible for all aspects of client servicing, problem solving, for high net worth and trust portfolios

Keeps informed of investment and other related internal and external financial services market and securities market as well as maintain market knowledge concerning trends, both micro and macro economic

SECURITY TRUST CO. Phoenix, AZ

1997-2000

Portfolio Manager

Performed all multi-asset class, asset allocation optimization modeling and management

Performed all of the multi-product trading for the corporation

Responsible for all of our annual and initial Regulation 9 reviews

Interaction with high net worth clients, retail and institutional, to discuss portfolio goals

SHEARSON LEHMAN BROTHERS, Phoenix, AZ 1991-1997

Stockbroker

Ongoing communication and presentations with prospects and clients. Worked aggressively and enthusiastically to build a revenue producing book of business delivering superior financial services to consumers

#### EDUCATION

B.A. in Business, minor Accounting

Northeastern Illinois University, Chicago, Ill

MBA

Keller Graduate School of Management, Chicago, Ill

#### PROFESSIONAL DEVELOPMENT

CFA Candidate AIMR, Charlottesville, VA

LICENSES

Series 7 and 63 Securities