## **CURRICULUM VITAE**

## Steven Wood Collins

2364 Condor Circle Colorado Springs, CO 80909 (506) 2288-1712 Costa Rica residence

## **EXPERIENCE**

Retopia Limited (2/1999 – Present)

Author/Publisher: Manage sales and marketing of dystopian novel <u>Puramore - The Lute of Pythagoras</u> and recently published genealogical research study <u>The Patricians</u>, <u>A Genealogical Study</u>.

Costa Rican residential real estate project development manager (2002 - Present)

Charles Schwab & Co. – San Francisco, California (1/1987 – 1/1999)

-Executive Communications Specialist -- San Francisco Headquarters Office (9/1993 – 1/1999) Responsible for written and verbal communication on behalf of branch offices and corporate departments to resolve customer complaints and inquiries. Required to possess substantial knowledge of branch operations, securities trading, and internal corporate functioning. Acted as arbitrator in complaint resolution.

- -Assistant Branch Manager Greenville, SC Branch Office (4/1992 9/1993)
- -Sr. Registered Representative San Francisco Call Center (5/1988 4/1992)
- -San Francisco Branch Office Trader (1/1987 12/1987)

Dean Witter Reynolds – Napa, California (8/1985 – 9/1986)

Account Executive: developed brokerage client book through outbound calling, customer walk-ins, and investment seminars. Solicited securities and administered accounts.

The Condé Nast Publications – New York, New York (1979 – 1983)

Regional Marketing Manager: managed wholesale and retail distribution and marketing of in-house publications in a territory covering the Western U.S.

Warner Distribution Services – New York, New York (1976 – 1980)

Marketing Manager: managed wholesale and retail distribution and marketing of client publications in a territory covering Orange County, California.

Education – University of California at Berkeley, A.B., Economics (1975)

Professional accreditation – N.A.S.D. Licenses: Series #7, #8 and #63 (I.D. No. 1309516)

The Life of Steven Wood Collins

Facebook page