

# ALAN WOODS

7718 Lachlan Drive  
Trinity, FL 34655

+1 727-642-1514

alan@woodsalan.com  
[www.woodsalan.com](http://www.woodsalan.com)

---

## Executive Summary

Experienced, hands-on, senior-level operational leader with comprehensive relationship-building skills and advanced supervisory acumen. Expertise in global operations management, finance, marketing, compliance, strategic leadership and corporate development in various industries, most notably financial services. Proficient in change-management (e.g. launching companies, departments and products, mergers / acquisitions, restructures), developing talent, and establishing effective relationships from the boardroom to the front-line. Demonstrated leadership and collaborative skills – local, remote, domestic and international – assimilating quickly in multicultural environments, providing world class service with tangible results to clients, partners and colleagues alike. Self-confident, organized, and motivated. Brings creativity and an entrepreneurial spirit to all business endeavors. Bi-lingual with degrees in Finance and Global Management.

---

## Key Skills

- Organizational Leadership
  - Supervision & Training
  - Fiscal Oversight & Operations
  - Development of Policy
  - New Business Development
  - Corporate Development
  - Communications & Collaboration
  - Process Improvement
  - Operations Management
  - Relationship Building
  - Compliance & Documentation
  - Bi-lingual (English and Portuguese)
- 

## Professional History

### KleanSlate LLC – Trinity, FL

2014 – 2018

*Family business, professional services firm focused upon bringing its customers throughout Tampa Bay a suite of residential and commercial service offerings in a concierge approach*

#### MANAGING PARTNER

- Founded company, developed Business and Sales & Marketing plans, oversight of 15 staff members
- Generated 6-figure sales; established strong 250-account customer base, 100% organically grown
- Successfully sold company in 2018 for a profit

### Franklin Templeton Investments

2011 – 2013

#### DIRECTOR, MARKETING OPERATIONS

- Global head of shared services department responsible for the development, quarterly production and dissemination of more than 15,000 multi-lingual marketing pages, consumed globally by institutional and retail sales channels; ensuring consistency of information across multiple platforms and departments.
- Department oversight of 35 staff members in 7 locations across 5 countries; direct supervision of 5.
- Founded Marketing's Concierge Services function and corresponding department, which was developed to establish and maintain relationships with Marketing's global customer base - internal Sales and Client Service, including intake and coordination of all requests for marketing materials as well as provide training.
- Architected, managed, and coordinated the implementation of metrics reporting function measuring sales' consumption of marketing collateral by multiple criteria such as by product, by channel, by region, by request type, most frequent custom requests, turnaround times, etc.
- Oversaw representation in many corporate and marketing initiatives such as Branding/Rebranding, Taxonomy, Marketing Resource Management (MRM), collateral refreshes, implementation of new technologies, etc.
- Realigned department, shifting to a lower-cost centers of excellence "hub-and-spoke" model. Expanded headcount by 15%, added a third division, while generating an overall departmental budget savings of 20%.
- Lead Department's participation in key initiative that integrated Canadian marketing material support into the firm's global shared services model.
- Collaborated with Corporate Finance to revamp allocation model that appropriated marketing shared services costs to applicable sales channels.

# ALAN WOODS

7718 Lachlan Drive  
Trinity, FL 34655

+1 727-642-1514

alan@woodsalan.com  
[www.woodsalan.com](http://www.woodsalan.com)

---

**BlackRock, Inc. (formerly Barclays Global Investors) 2009 – 2011**

**DIRECTOR OF FUND ADMINISTRATION, ISHARES**

- Managed development, production and distribution of shareholder reports for more than 200 unique products.
- Managed production of, and ensured timely regulatory filings (e.g., Forms N-SAR, N-CSR, and N-Q) in accordance with GAAP/IFRS, IRS, Investment Company Act of 1940, Securities Act of 1933 and other statutory requirements.
- Oversaw audits through 5 different reporting cycles with excellent results.
- Analyzed shareholder report printing and mailing; recommended change that resulted in 15% reduction in expenses for approximately \$1M saved annually.
- Managed Disclosure Controls and Procedures (“DCP”) process.
- Accumulated metrics to assess performance of third-party providers.

**Management Consulting 2003 – 2009**

**SENIOR MANAGER / DIRECTOR**

- Managed client engagements and relationships and supported sales efforts with prospective clients.
- Clients served from multiple industries: financial services, manufacturing, health-care, real estate, hospitality, shipping / transportation, and telecommunications.
- Specialized in Sarbanes-Oxley internal controls reviews and internal audit.
- Oversaw documentation of policies, procedures, processes, process mapping, testing, and remediation.

**AEGON – Transamerica Asset Management / Transamerica Funds (formerly IDEX Mutual Funds) 1992 – 2002**

**MANAGING DIRECTOR, IDEX INTERNATIONAL 2001 – 2002**

**VP, DIRECTOR OF GLOBAL BUSINESS DEVELOPMENT 2000 – 2002**

- Served on Investment Company Institute’s Global Development’s Committee.
- Researched expansion opportunities globally; selected Luxembourg as offshore operational hub.
- Developed business and marketing plans.
- As an expatriate living in Luxembourg: established operating company; established investment product (SICAV) with several offerings; negotiated and executed several sub-advisory agreements with asset management firms; conducted RFP’s; negotiated and executed custodial, transfer agency, and fund accounting agreements; and negotiated, evaluated, and executed distribution agreements.

**MANAGER OF FUND ADMINISTRATION 1994 – 2000**

- Oversaw fund administration, fund accounting, regulatory compliance, and budgets.
- Oversaw internal and external audits; company’s liaison with external auditors, and SEC auditors.
- Annual and semi-annual reporting, including preparation, audit coordination, and publishing; redesigned financial reports that resulted in an “A” rating from Morningstar. Also converted platform for financial reporting from spreadsheets to databases; improved efficiency by 50% and improved audit review process and accuracy of reporting by 95%, saving an estimated \$500K in the first year.
- Ensured SEC filings (e.g., N-Q, N-SAR, N-CSR, N1-A, EDGAR, etc.) were completed and filed timely.
- Ensured compliance with Investment Company Act of 1940 and Securities Act of 1933; designed database that automated portfolio compliance review, generating senior management, and Board reporting when required.
- Reduced fund expenses by \$1M through enacting stringent budget and review process, including regular competitive bids for services such as Transfer Agency, printing, mailing, etc.

**SENIOR FUND ACCOUNTANT 1992 – 1994**

**The Vanguard Group of Investment Companies 1987 – 1992**

**FUND ACCOUNTANT**

---

**Education**

**MBA – GLOBAL MANAGEMENT**

**University of Phoenix 2002**  
Phoenix, AZ, (GPA – 3.66)

**BS – FINANCE**

**St. Joseph’s University 1991**  
Philadelphia, PA, (Dean’s List)