







DANIEL CARTER

A proactive business continuity manager with eight years of experience developing and implementing business continuity plans to ensure operational resilience during disruptions. Expertise in risk assessment, disaster recovery planning, and cross-functional team collaboration. Proven success in minimizing downtime and financial losses for large organizations.

CONTACT

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KEY SKILLS

- Risk assessment and mitigation
- Disaster recovery planning
- Business impact analysis
- Team training and facilitation
- Compliance with regulatory standards

EDUCATION

Master of Business Administration
(MBA)
BOSTON UNIVERSITY, Boston, MA |
May 2015

PROFESSIONAL EXPERIENCE

**BUSINESS CONTINUITY MANAGER, FIDELITY INVESTMENTS, BOSTON, MA |
MARCH 2018 – PRESENT**

- Designed and implemented comprehensive business continuity plans, reducing potential downtime by 40%
- Conducted risk assessments and impact analyses to identify vulnerabilities across operations
- Facilitated annual testing and training for over 200 employees to ensure readiness during emergencies

**CONTINUITY PLANNING SPECIALIST, STATE STREET CORPORATION, BOSTON,
MA | JUNE 2015 – FEBRUARY 2018**

- Developed disaster recovery plans for critical business functions, improving recovery times by 25%
- Coordinated cross-departmental efforts to implement backup systems and redundancy measures
- Monitored emerging risks and recommended updates to continuity plans to align with industry best practices

CERTIFICATIONS

- Certified Business Continuity Professional (CBCP) | 2016
- ISO 22301 Lead Implementer | 2017