



Daniel Carter

BUSINESS CONTINUITY MANAGER

I am a proactive business continuity manager with eight years of experience developing and implementing continuity plans to ensure operational resilience. I specialize in risk assessment, disaster recovery planning, and cross-functional team collaboration.

CONTACT

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KEY SKILLS

- Risk Assessment and Mitigation
- Disaster Recovery Planning
- Business Impact Analysis
- Team Training
- Regulatory Compliance

PROFESSIONAL EXPERIENCE

Business Continuity Manager | Fidelity Investments, Boston, MA | March 2018 – Present

- Designed and implemented continuity plans that reduced downtime by 40%.
- Conducted risk assessments to identify operational vulnerabilities.
- Facilitated annual training for over 200 employees, ensuring emergency readiness.

Continuity Planning Specialist | State Street Corporation, Boston, MA | June 2015 – February 2018

- Developed disaster recovery plans that improved recovery times by 25%.
- Coordinated cross-department efforts to establish backup systems.
- Monitored risks and updated continuity plans in line with industry best practices.

EDUCATION

MBA
Boston University, Boston, MA – Graduated May 2015 |

BS in Business Administration
University of Michigan, Ann Arbor, MI – Graduated May 2011 |

CERTIFICATIONS

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