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| **Wayne Chow** | | Address: | 78A Bonham Road, Flat 9C  Sai Ying Pun Hong Kong | | |
| Mobile: | 9311 5503 | | |
| Email: | Wayne.Y.Chow@gmail.com | | |
| **Experience** | |  |  | | |
| Jun. ’16 – Present | **State Street Fund Services (HK) Limited** | | | **Hong Kong** | |
|  | **AIS Fund Administration Manager, Assistant Vice President** | | | |  |
|  | Overview   * + Responsible for managing the reporting and fund administration demands of 4 clients ranging from $4.0 billion to $387.0 million in assets under management.   Operations   * + Reported directly to the head of operations (Private Equity)   + Was crucial to the successful bid of a new fund with $4.0 billion in assets under management   + Assisted in onboarding operations by providing fee proposals for new funds   + Prepared and reviewed work paper packages, financial statements, carried interest calculations, other reports, and investor communications for clients   + Managed the quarterly preparation, dissemination, and cash transfers of capital calls and distributions   + Performed life to date analysis on funds to provide clients with comfort over existing balances   + Advised management in the development of a new operational model to adhere to corporate initiatives | | | | |
| Jun. ’14 – Jun. ‘16 | **JPMorgan Chase & Co.** | | | **New York, NY** | |
|  | **Assistant Vice President (PERES Fund Administration)** | | |  | |
|  | Overview   * + Responsible for managing client relations as well as overseeing a team of 5 in the fund administration and financial reporting of private equity funds   Client Services   * + Acted as a focal point to manage client expectations over timing of deliverables and ad hoc reporting   + Addressed client’s concern of knowledge retention with staffing turnover by presenting a plan to simplify and automate workpapers to provide a logical cohesive process that can be easily updated and followed by new staff   + Presented to the client all proposed updates to financial statement and capital event workpapers and ensured all comments and concerned were adequately addressed   + Managed the preparation of duplicate sets of workpapers using the old and new versions over the 2 quarter implementation period to ensure the accuracy of revised files as well as provide additional comfort to client   Operations   * + Oversaw the day to day operations of the team and provided technical support and guidance to resolve operational issues   + Enhanced our ability to leverage investran for partner level capital activity by compiling the partner allocation ratios of over 120 partners across over 85 positions and ensured an accurate upload to the system   + Redesigned all financial statement and capital event workpapers to simplify daily operations as well as training, resulting in a 40% savings in resources   + Completed thorough review of all work prepared by the staff before release to the client   + Reviewed all journal entries prepared by staff to ensure accuracy and completeness before posting to investran   Training   * + Prepared excel macros, training templates and fund cheat sheet for staff onboarding   + Supported the global initiative by completing a 3 week training program in India. Program included the training of private equity fund knowledge, financial reporting knowledge and excel skills | | | | |
| Dec. ‘10 – Apr. ‘14 | **Siguler Guff & Company** | | | **New York, NY** | |
|  | *A multi-strategy private equity investment firm which, together with its affiliates, has over $10.0 billion of assets under management.* | | | | |
|  | **Fund Accountant** | | | | |
|  | Overview   * + Responsible for the fund administration and the preparation of financial reporting packages for 10 private equity fund of funds ranging from $1.8 billion to $80.0 million in assets under management and specializing in distressed and BRIC opportunities   Financial Reporting   * + Managed reporting timelines and completed financial reporting packages for 4 managers   + Coordinated with fund administrators to ensure timely completion and accurate reporting of statutory audits   + Applied excel pivot tables and lookup functions to automated the financial reporting process, resulting in a 50% increase in efficiency over the production and reviewing of financial reports | | | | |

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| **Experience(Continued)** | |  |  | |
|  | * + Ensured the accuracy of carried interest allocated to the general partner by reconciling variables used in the model to financial statements and recalculating the values based off of the terms of the Limited Partnership Agreement   + Evaluated the reasonability of capital balances provided by underlying managers by preparing quarterly value change analysis for over 40 investments to be approved by the Investment Team   + Provided the Marketing Team on a quarterly basis an analysis of portfolio investment’s internal rate of return and multiple on invested capital   + Assisted PwC in their audit work by coordinating timelines for deliverables and addressing questions   Fund Administration   * + Managed cash reserves to ensure there was sufficient cash on hand to fund direct deals, capital calls from underlying managers and expenses   + Monitored cash proceeds to ensure distributions were made upon reaching the required thresholds as stated in the Limited Partners Agreement   + Reviewed wires, cash reconciliations, and journal entries prepared by staff accountants   + Reconciled cash differences with banking institutions to ensure that funds sent and received were complete and accurate. Coordinated with Investor Relations team and banking institutions to correct funds incorrectly sent or received   + Coordinated with Investment, Legal and Tax teams to ensure that all final documents for initial deals had the appropriate approvals, agreed to the terms approved by the Investment Committee and that funding instructions were consistent with the terms of the purchase agreements   + Prepared and reconciled unfunded commitment schedules to underlying manager reports to ensure an accurate account of our remaining commitments   + Prepared and maintained notices and schedules for capital calls/distributions for over 500 investors   Special Projects   * + Simplified the waived management fee schedule to clearly track waived management fees elected, deferred, applied to general partner capital calls and earned by the fund   + Prepared a chart for the investment team that detailed fund and investment cash flows and depicted the difference between gross and net internal rate of returns | | | |
| Jan.‘08 –Nov. ‘10 | **PriceWaterhouseCoopers LLP** | | | **New York, NY** |
|  | **Audit Associate - Financial Services** | | | |
|  | Overview   * + Responsible for executing fieldwork procedures (substantive and analytical tests) for audit clients   Management Company   * + Managed a team of 5 over the completion of the annual audit of six complex financial statements for a multiple strategy, multi-billion dollar hedge fund   + Assisted in the planning of the audit process by preparing the testing approach for each audit area and estimating staffing requirements   + Performed the testing work for sensitive audit areas such as payroll   + Reviewed audit work completed by junior associates including the testing of expenses, capital contributions and fixed assets   + Implemented pivot tables to consolidate testing into a concise worksheet that allowed a comprehensive look at the audit process and how testing tied into the financial statements   + Actively sought out opportunities to train and mentor junior associates in the execution of the audit approach and the use of Microsoft Excel   Private Equity   * + Managed the audit confirmation process through the preparation, delivery and receipt on all audit confirmations sent to banks, underlying investments and law firms   + Verified the accuracy of management fees and carried interest allocations by performing a recalculation based on the terms as described in the Limited Partnership Agreement   + Reviewed valuation memos to ensure supporting data and formulas in determining fair market values for Level III type investments were accurate | | | |
| **Education** |  | |  | |
| Dec. ‘07 | **Baruch College/CUNY,** New York, NY  BBA in Accountancy  GPA: 3.6 | | | |
| **Skills** |  | |  | |
|  | * Technical: Investran, Sungard SDX, Great Plains, Venture Complete, Private Equity Office, PowerPoint, Outlook, Advanced knowledge of Excel and Ms Word * Additional languages: Conversational Cantonese and basic Mandarin | | | |