**Katarzyna Anna Kmiecik**

Experienced Investor Relations Analyst With A Demonstrated History Of Working In The Financial Services Industry. Skilled In Investor Relations, Client Relationship Management, Hedge Funds, Credit Analysis, And Financial Analysis. Strong Finance Professional With A Master Of Science (Msc) Focused In Management From Imperial College London.

**Education**

**2018 - 2019  
 Imperial College London** MSc Management (minoring in Finance)  
**2015 – 2018  
 Queen Mary University of London** BSc Business Management

**Work Experience**

**2022 - 2023  
 Kryger Capital  
 Investor Relations Analyst** • Acted as a sole Investor Relations Analyst for the two event-driven comingled funds and two SMAs (c.$1bn AUM) as well as supported Head of Marketing in client management/fundraising activities (c.40 clients)  
 • Led any internal/external inquires, DDQs, RFPs, ODDs, pitch decks, investor reports, shareholder registers, subscription/redemptions and supported other business requests  
 • Worked closely with administrator (U.S. Bank) on the automation of client reporting via ManTra as well as prime brokers (UBS and Morgan Stanley) on the industry research activities  
  
  
**2022 - 2022  
 ICG  
 Client Relations Analyst** • Acted as a specialist for the main funds across the Credit Fund Management platform (c.$20bn AUM), with primary focus on syndicated loans, high yield and multi strategy funds (c.5 funds and 8 SMAs)  
 • Completed internal/external inquires, DDQs, RFPs, pitch decks, investor reports and supported portfolio/relationship managers on the broad-based book of business  
 • Liaised with clients on ongoing commitments, fundraising, subscription/redemptions and product development  
 • Evaluated product performance, industry trends, client/competitor base and geographical exposure of the products  
 • Implemented technology solutions across the team including Upslide, Intralinks and automation of AUM reporting  
 • Sourced data from Credit Suisse, S&P or ICE platforms and analysed sets using charts and financial functions in Excel  
  
  
**2019 - 2021  
 CQS  
 Client Service Analyst** • Assisted EMEA clients (c.100 clients across c.$20bn AUM) with their standard and ad-hoc queries as well as prepared and reviewed compliance-approved meeting materials (pitch decks, investor reports, DDQs, RFPs, flyers, call invitations)  
 • Automated investor reporting by coding underlying risk/performance data using Python  
 • Maintained CRM system (pipeline, call summaries, contact details, distribution lists)  
 • Dealt with client onboarding, subscriptions/redemptions, flows, performance, valuation, due diligence, AML and KYC  
 • Liaised with custodians (JP Morgan, Citco, StateStreet), databases (Aksia, Albourne and eVestment) and vendors (Backstop, Meltwater, Gorkana)  
 • Developed knowledge of core strategies (Hedge, Long Only Open Ended, Long Only Close Ended, Equity and Structured Products) and fund vehicles (QIAF and UCITS)  
  
  
**2016- 2019  
 Dennys Brands  
 Business Development Analyst** • Maintained existing and identified prospective B2B and B2C relationships within the EMEA hospitality sector  
 • Executed sales transactions and provided support through management of CRM and order managing system  
 • Managed supply chain channels and evaluated efficiency of product delivery

**Skills**

• Investor Relations  
 • Client Relationship Management  
 • Hedge Funds  
 • Credit Analysis  
 • Financial Analysis  
 • Python  
 • Salesforce  
 • Backstop  
 • Dynamo  
 • ProFund  
 • HFM  
 • SPSS  
 • Upslide  
 • eVestment  
 • Loopio  
 • Qvidian  
 • Excel (advanced)

**Language**

• English (Fluent in spoken and written)  
 • Polish (Fluent in spoken and written)  
 • German (Beginner in spoken and written)  
 • Russian (Beginner in spoken and written)

**Interests**

• Member of Polish Tennis league  
 • NextGen  
 • LGBTQ+ and 100Women in Finance networks