Objective

Investor Operations position allowing for growth and demonstration of organization, communication, and project management skills.

Profile

Motivated business professional with multiple college degrees and strong knowledge of international markets and offshore compliance. Talent for quickly mastering technology Diplomatic with professionals at all levels within Financial Services. Accustomed to handling sensitive, confidential records for high net worth and politically exposed individuals. Flexible and adaptable to changing priorities. Thrive in deadline-driven environments. Excellent team-building and leadership skills.

Skills Summary

|  |  |  |
| --- | --- | --- |
| * Project Management * Compliance & Corporate Governance * General Office Skills | * Computer Savvy * Investor Relations * Back Office Operations | * Legal Affairs * Portfolio Management |

Professional Experience

## Investor Relations/back office operations

* Maintain investment information and respond to all AML and compliance requests (including Private Placement Memo distribution, investor commitment, tax jurisdiction and AML clearance)including compliance necessary with the SEC standards on registered investment advisors
* Review and edit limited partnership agreement for various entities, compliance requirements, side letters, coordinating and executing transfers of interest, legal entity administration, obtaining tax ID numbers, tracking/filing Form 8832 (US tax form for entity elections), preparation of trade tickets, coordination with external fund counsel to prepare Blue Sky filings, assistance in preparation of and distribution of pre-close/fund closing materials
* Provide support for the capital call and distribution processes. Includes responding to numerous investor calls regarding transmission
* Develop and maintain relationships with investors, attorneys, investment professionals and investment committee members including coordination of Board meetings
* Generation and distribution of quarterly financial reports to fund investors. Prepare briefings Executive Management and Investment Committees
* Supervise quality service department and maintained an excellent record of customer retention and satisfaction

## Legal Affairs/project management

* Managed and maintained thousands of investment entities including trusts
  + Decreased cost by 35% and improved process efficiency
  + Completed a full scale audit of all corporate records binders and filled in gaps on minutes, promissory notes, financial reports
  + Responsible for preparing and filing all documentation to keep licenses, registrations and regulatory filings current
  + Formation and filing of new entities for investments both domestic and international
  + Maintain offshore investment vehicles
* Develop and implement contract management system:
  + Built and trained a staff of 10 for an office wide system
* Manage various legal issues during potential investments
  + Reduce due diligence costs
  + Monitor completion of investment transactions
  + Tracked and reviewed the receipt of certain core loan documents; Verify the accuracy and completeness of various third party monthly statements; Provide information and compliance documentation to set up bank accounts; monitor those accounts accordingly; Review and approve vendor contracts

Employment History

**raa management** – Glenn Mills, PA  
Legal Affairs & Compliance Manager 3/2011-present

**Chatham financial corp.** – Kennett Sq, PA  
Portfolio Operations Manager 9/2008-11/2010

**the carlyle group**–Washington, DC

Fund Coordinator-Middle East North Africa & Europe 12/2006-09/2008

**O’CONNELL & GLOCK PC**–Washington, DC

Corporate Paralegal 05/2005-12/2006

**FULL SERVICE NETWORK**–Pittsburgh, PA

Operations Manager 05/2003-05/2005

Education

**Pennsylvania State University** – State College, PA  
B.A Political Science minor in Women’s Studies 2002

Dean’s List and Triota Honor Society

**George Mason University** – Arlington, VA  
Paralegal Certificate, 2005

**The Middle East Institute**-Washington, DC Arabic Certificate 2007

**GEORGETOWN UNIVERSITY**- Washington, DC

Business Communications course 2008

**INTERNSHIPS**: Attorney General of Pennsylvania, Centre County Women’s Resource Center, Women’s’ Center & Shelter of Greater Pittsburgh, Solvay Solexis