Sylvia Pan

San Francisco Bay Area



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Summary

- Solid background in Taxation, Auditing and Accounting
- Strong knowledge of fund accounting for hedge fund, private equity fund, fund of fund, EB5 investment fund, BDC and venture capital

Experience



ssc Associate Manager

SS&C Technologies

Oct 2020 - Present

- Review monthly/quarterly closing monthly/quarterly closing including valuation and waterfall allocation.
- Review issuance of capital call notices, distribution notices and capital statements.
- Provide guidance and direction to staff on all technical and client-service-related topics.
- Onboard new funds and prepare procedures.
- Manage multiple fund relationships, including scheduling and meeting all client deliverables.

sstc Senior Fund Accountant

SS&C Technologies

Mar 2018 - Oct 2020

- Provide fund accounting for 20 funds including Hedge Fund, Private Equity, Hybrid Fund, Fund of Fund with AUM over 6 billions.
- Perform monthly/quarterly closing including valuation and waterfall allocation.
- Prepare capital call and distribution calculations including carried interest calculation.
- Calculate performance return including IRR and TWR and prepare board reports.
- Support tax and audit team.
- Expert in different accounting and performance software such as Geneva, GWI, TNR, Envisor and Fundhub etc.

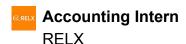


Fund Accountant

HC Global Fund Services, LLC

Jul 2016 - Mar 2018

- Provided fund accounting for 30 funds including Hedge Fund, Private Equity, Fund of Fund and EB-5 Investment Fund.
- Performed middle office work including daily trades and cash & position reconciliation.
- Processed monthly/quarterly closing including valuation and waterfall allocation.
- Performed analytical work such as liquidation waterfall as requested by client.
- Prepared financial statements and capital statements.



Education

Boston University

Master of Science (MS), Software Development 2020 - Present

Fordham University

Master of Science (MS), Taxation 2014 - 2016

Renmin University of China

Bachelor of Arts (B.A.), Literature 2010 - 2014

Licenses & Certifications

IRS Volunteer Income Tax Assistance (VITA) Certification - IRS Volunteer Income Tax Assistance (VITA)

Skills

Microsoft Office • Geneva • GWI • TNR • Quickbooks • Envisor • Fundhub • VBA • Python