


# Sylvia Pan

San Francisco Bay Area

 panxiaoyuns@gmail.com

## 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

### 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.

### 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.

### Accounting Intern RELX

Mar 2014 - Jul 2014

## 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