

MARY EVANS

Address Phone E-mail

ASSOCIATE / ANALYST

FINANCIAL SERVICES / ASSET MANAGEMENT / HEDGE FUNDS / PRIVATE BANKING / WEALTH MANAGEMENT

Hands-on, solutions-focused finance and investments professional, demonstrating outstanding performance and flexibility in business financial / operational management. Proactive, consistently bring tasks to successful completion, combining implementation of strategic and collaborative operational initiatives that enhance financial performance and company growth. Highly organized, detail-oriented, and recognized for exceptional work ethic and commitment to excellent service. Reliable and analytical, with sound business practices.

Expertise includes:

Portfolio Administration ▪ *Financial Management* ▪ *Budgeting & Cash Flow Optimization* ▪ *Forecasting, Reporting & Analysis* ▪ *Team Performance Optimization* ▪ *Process Improvement*

PROFESSIONAL EXPERIENCE

Premier Visual Health and Aesthetic Lasers, Orlando, FL 2007-Current
OFFICE MANAGER

- Facilitate identifying needs for process improvement to maximize time and promote efficiency
- Maintain accuracy of patient call back filing system; manage call history of clients to ensure future appointments
- Acquire knowledge and skills in interpreting financial status of patients prior to benefits and HMO plans
- Verify and analyze medical insurance coverage and organize detailed medical benefits from major insurance companies; consistently provide superior customer service
- Oversee staff and facilitate leading company initiatives, to include; marketing the newly launched aesthetic lasers and converting paper charts to electronic medical records
- Plan and organize staff meetings and training for employees

IVY ASSET MANAGEMENT CORPORATION, JERICHO, NY

ASSOCIATE, PORTFOLIO ADMINISTRATION 2005-2007

- Organized and coordinated money movement process with other departments, including investments, client development, fund accounting, and compliance to obtain data such as timing of payables and other fund expenses, deadlines for subscription documents, timing of redemption proceeds, outstanding receivables, and grace periods for contributions
- Collaborated with portfolio managers and regularly attended portfolio reviews; provided assistance with ad hoc requests
- Prepared and processed monthly cash flows and investment authorizations for necessary approval; managed monthly generation of cash flow files for multiple Ivy Portfolios
- Arranged, examined, and reviewed monthly cash flow files with Portfolio managers
- Coordinated and monitored payments of offshore and domestic fund expenses including legal, audit, and management fee invoices
- Utilized cash flow projection files to field follow-up requests from external investment managers
- Prepared payments of fees for client referrals and monthly accruals
- Coordinated the use of established lines of credit when necessary
- Mentored and ensured improvement of interns

FINANCE ASSISTANT, TREASURY OPERATIONS 2002-2005

- Recorded and organized daily cash activities for all offshore and domestic entities in QuickBooks and reconciled all accounts to online banking system
- Prepared opening documents for all new bank accounts; coordinated the filing system
- Prepared an Excel-based cash flow file to assist the cash management process for all entities
- Played a key role in backing up Accounts Payable and T & E payment processing
- Managed required documentation to execute FX movements
- Secured and compiled requisite files for client distributions and verification of account balances
- Handled all required investment authorizations for funding investment managers
- Corresponded with client teams and portfolio managers regarding expected and actual cash flows
- Prepared letters for offshore administrators and wires for domestic administrators authorizing payment flows to clients and investment managers

INTERN, CONTRACTS AND COMPLIANCE GROUP 2001-2002

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION ▪ Adelphi University in Garden City, NY, 2001

INTERESTS

Continuing Education, Seminars, Training Courses, and Group Projects

References: Available upon Request