

Investor Relations: I worked for 15 years at **Thomson Reuters** managing Investor Relations websites for a portfolio of 50-60 accounts for 5 years. I have extensive client experience dealing with investor relations professionals, C-Suite Level executives, financial analysts, both M&A and litigation attorneys, regulators, and web developers. I am a **Boston College** graduate working towards completing my MBA.

During my time at **Reuters Financial Risk and Markets Group** I managed IR webpages, coordinated earning calls/webcasts, investor presentations and shareholder meetings for top-tier accounts. Clients relied upon me for compliance rules and regulations as they pertained to their IR webpages. I coordinated earning calls/webcasts, scheduled events, investor presentations and shareholder meetings for top-tier accounts.

I maintained daily investor roadshow agendas, appointments, and business contacts, calendar event creation, regulatory actions, press releases, obtained insider information on stakeholders, or analyst reports, set-up and monitored conference calls, webcasts and investor presentations. I am familiar with **SEC regulations, Reg FD**, insider trading, market exchanges and the emerging **HFT** industry, having read regulatory actions, press releases and White Papers to stay current on applicable rules and regulations for my clients.

I am already accustomed to a fast paced professional work environment, and all manner of client legal and regulatory investor requests; handling multiple calls, emails, messages, and client issues simultaneously; scheduling events and roadshows, webcasts, mergers and acquisitions, IPO launches, issuing press releases and confidential material information under embargo (e.g. earnings releases, quarterly financials, M&A and IPO announcements); launching new websites and webpages pertaining thereto, company financial presentations and investor material on schedule and within applicable regulatory guidelines. I am familiar with Financial, Legal and Client Account management industry job requirements.

While at Reuters I worked demanding schedules solving time-sensitive problems and documenting issues, resolutions, and process improvements, within applicable regulatory guidelines in-line with company goals. I created and edited **PowerPoint** presentations for clients; we used **Excel** spreadsheets extensively in-house; Each quarter I assisted in creating, updating, and uploading quarterly earnings presentations for 50-60 accounts (four times a year). I assisted with press release editing and review, as well as issued press releases via the **wire services**; or trained clients on our proprietary press release systems. And I was point of contact for each company to provide information and project documentation to lending institutions, analysts, and buy/sell side analysts. I would appreciate your consideration.

Sincerely,

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