

# MELANIE ASHMORE

## EXPERIENCE

### ZIMMER LUCAS PARTNERS

NEW YORK, NY

#### MARKETING DEPARTMENT, INVESTOR RELATIONS (CLIENT SERVICES) ASSOCIATE

2007 – PRESENT

- Primary contact for all investors at an established, fast paced ~\$1B hedge fund (three hedge funds and two fund of funds)
- Implemented the Investor Relations database - Backstop Solutions – with over 12 years of data. Maintain and archive all current and potential investor data, fund performance, documentation, capital activity, distribution lists, meeting/call activities, tasks and more
- Communicate with our administrator and back office to manage all capital activity including subscriptions/redemptions/transfers, ensuring all monies received/paid, updating client records, addressing compliance issues plus analyzing and running reports as necessary
- Create and maintain all marketing materials: fund presentations (including all data needed), DDQs, risk reports, investor letters and all other communication materials
- Support Director of Marketing on all fundraising efforts: schedule meetings, organize trips and travel, send materials, answer/clarify questions, track meetings/calls/potential investments and liaise with capital introduction and other parties as necessary

### BEAR STEARNS INC.

NEW YORK, NY

#### EQUITY RESEARCH DEPARTMENT, RESEARCH ASSISTANT

2005 – 2007

- Supported two Managing Directors and their teams of associates in the Healthcare, and subsequently Insurance, sectors of Equity Research
- Downloaded company filings, transcripts, research reports, investor presentations and all company related materials as needed
- Tracked several “universes” of companies – and related economic indicators or medical advances - and updated team as necessary
- Updated company models, valuation sheets, earnings releases and worked on ad-hoc projects as needed
- Created/maintained all marketing and presentation material including a system for automatic updates from Excel, Bloomberg and other sources
- Originally hired as Executive Assistant and promoted to Research Assistant in June 2006

### SANFORD C. BERNSTEIN & Co., LLC / ALLIANCE CAPITAL MANAGEMENT L.P.

NEW YORK, NY

#### RESEARCH LIBRARY, INFORMATION & RESOURCES MANAGER (SECOND VICE PRESIDENT)

1997 – 2005

- Managed internal Research Library and supported entire firm including all levels of corporate executives and officers
- Researched and compiled company information, economic and other statistical data, biographical details and financial reports
- Answered/responded to a high volume and wide variety of calls, emails and research requests
- Coordinated meetings, training and presentations for financial applications (FactSet, Bloomberg, Thomson, Global Insight)
- Managed department budget and all vendor relationships including product evaluation, contract negotiation, maintenance & training
- Maintained Research Library website and set-up and maintained three ‘common/self-serve’ computers

#### INFORMATION TECHNOLOGY, DESKTOP / PROJECT MANAGER

- Provided and managed desktop/project support for the entire firm. Supervised up to 20 technicians who responded to a high volume of calls, emails and requests in a fast paced environment (included trading desk). Assisted with the implementation of new systems and all aspects related to firm technology

### CITIBANK

NEW YORK, NY

#### CORPORATE REAL ESTATE SERVICES DEPARTMENT, HELP DESK MANAGER/SYSTEMS ANALYST

1995 – 1997

- Provided desktop/systems support for the Corporate Real Estate Services Department including supporting conferences, assisting users, responding to all inquiries, troubleshooting computer issues and implementing new software applications

### DET NORSKE VERITAS

RIVER EDGE, NJ

#### ACCOUNTING & IT DEPARTMENT, IT FACILITATOR

1994 – 1995

- Supported the American Region including handling all administrative functions, assisting with various accounting functions, preparing presentations/correspondence, compiling shipping data, troubleshooting computer issues/applications and training employees

## EDUCATION

### TRINITY COLLEGE DUBLIN

DUBLIN, IRELAND

#### MANAGEMENT SCIENCE & INFORMATION SYSTEMS STUDIES

B.A. (BACHELOR'S) & M.A. (MASTER'S)

Key subjects: Mathematics, Statistics, Physics, Operations Research, Economics, Forecasting, Management Accounting, Systems, Programming

### SWEDISH INSTITUTE

NEW YORK, NY

#### OCCUPATIONAL STUDIES

A.O.S. (ASSOCIATE IN OCCUPATIONAL STUDIES) / 3.99 GPA

## SKILLS / OTHER QUALIFICATIONS

- Microsoft Office, Backstop Solutions, Adobe Professional, Lexis Nexis, Factiva, FactSet, Thomson, IMS Health, and other smaller applications
- Series 7 & 63 licenses with NASD (currently no sponsorship) and ongoing NYU courses (HF Operational Due Diligence, Wealth Management)
- Honors in Grade 8 Piano - Royal Academy of Music, Ireland (tutored mathematics and piano during college)
- Certified Yoga Teacher, NY State Licensed Massage Therapist (L.M.T.), Personal Trainer & Institute of Integrative Nutrition graduate

## INTERESTS

- Overall female winner of many local triathlons and biathlons (races include the NYC Marathon, NYC Triathlon, Lake Placid Ironman Triathlon and Corporate Challenge), Cricket (asked to play for Irish National Team), Field Hockey, Spinning and Yoga. Mentioned in *Wall Street Journal*, *South China Morning Post*, *Triathlete* and other smaller publications for sporting achievements