
Hedge Fund Administrator Resume

Job Objective

Looking for a Hedge Fund Administrator position within your organization on a full time basis to also help the organization with my experience.

Summary of Qualifications:

- Strong experience with an accounting firm and investment bank
 - In-depth knowledge of hedge fund and private equity fund regulatory and accounting issues
 - Good understanding of regulatory and accounting issues for registered products
 - Proficient with CRM, Atlas, DMS, Cognos and Intranet
 - Ability to prepare hedge fund clients financial statements
 - Ability to calculate and review the funds' geometric returns
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Work Experience:

Hedge Fund Administrator, November 2007 – Present
Solid Capital Management Firm, Danvers, MA

- Assisted in the audit work and helped in the accounting of the year end financials, worked with outside auditors on tax payments.
- Managed the accounts of the new fund clients.
- Processed the legal documents, redemptions of any funds and made capital calls.
- Monitored the onshore and offshore hedge funds in accordance to the AML regulations, conducting audits.

Hedge Fund Administrator, December 2001 – October 2007
Western Asset Management, Danvers, MA

- Monitored the web based banking system to be in accordance with the financial policy.
 - Coordinated with bankers, auditors, investors and the various hedge fund managers.
 - Monitored the general hedge fund and the other investment funds.
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Education:

Bachelor's Degree in Accounting, Barber-Scotia College, Concord, NC

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