

# MELANIE ASHMORE

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INVESTOR RELATIONS • HEDGE FUNDS • VENTURE CAPITAL • TECHNOLOGY • CLIENT SERVICES

## EXPERIENCE

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**TEAMWORTHY GROUP, LLC (HAYSTACK PARTNERS GROUP LLC)** **NEW YORK, NY / MIAMI, FL**  
**HEAD OF INVESTOR RELATIONS & EXECUTIVE ASSISTANT** **2017 - CURRENT**

- Head of Investor Relations & Executive Assistant to Founder, Thomas Lehrman (Gerson Lehrman), and Senior Partners at venture capital firm
- Manage all aspects of Investor Relations for two funds and one SPV including all reporting and liaising with our administrator (Leverpoint), audit & tax teams. Implemented and maintain our investment portfolio and LPs via Carta (eShares) and Airtable

**ZIMMER PARTNERS, LP (FORMERLY ZIMMER LUCAS CAPITAL, LLC)** **NEW YORK, NY**  
**HEAD OF INVESTOR RELATIONS** **2007 – 2016**

- Main contact for investors at \$3+ billion investment manager with three long/short equity, energy-focused hedge funds
- Worked closely with our administrator (SS&C and Citco) and implemented and maintained Backstop CRM which tracked all communications, investor balances, compliance and capital activity (subscriptions/redemptions/transfers)
- Created and updated all investor materials: presentations, DDQs, risk reports, investor letters, and all other communications. Coordinated with investment team, operations, administrator & other parties as necessary

**BEAR STEARNS INC.** **NEW YORK, NY**  
**EQUITY RESEARCH DEPARTMENT, RESEARCH ASSISTANT / EXECUTIVE 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, earnings releases, presentations, and all company/industry related materials. Updated company models as needed
- Created/maintained all marketing and presentation materials, including a system for automatic updates from Excel, Bloomberg, and other sources

**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 various data: 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), and managed department budget and all vendor relationships

**INFORMATION TECHNOLOGY, DESKTOP / PROJECT MANAGER**

- Provided and managed desktop/project support - supervised up to 20 technicians - for the entire firm including trading desk
- Project manager on numerous office moves, 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 – supervised up to 5 technicians - for the Corporate Real Estate Services Department
- Managed several office moves and all technology issues including testing/implementing new devices and software applications

## EDUCATION

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**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) / 4.0 GPA**

- Key subjects: Anatomy & Physiology, Pathology, Neurology, Clinical Strategies & Professional Development

## SKILLS / QUALIFICATIONS

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- Microsoft Office, Google Suite, Adobe, Backstop HF CRM, Carta (eShares) and other smaller applications (several years in technology/networking)
- Certified Financial Planner Qualified Professional (FPQP/paraplanner, exam taken 2019)
- Previous Series 7 & 63 licenses with NASD (currently no sponsorship) and NYU courses (HF Operational Due Diligence, Wealth Management)
- Honors in Grade 8 Piano (Royal Academy of Music). Tutored mathematics & piano. Yoga Teacher Training & Institute of Integrative Nutrition
- NYS Notary Public & completed Investment Management Specialization, Université de Genève

## OTHER

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- Overall female winner of many triathlons & biathlons (NYC Triathlon, Hong Kong Marathon, several Ironman Triathlons: AZ, FL, NY, St. Croix)
- Dance (scholarship offered for college), Cricket (asked to play for Irish National Team), Field Hockey, Spinning, Gyrotonics, and Yoga
- Mentioned in *Triathlete*, *Wall Street Journal*, *South China Morning Post* and other smaller publications for sporting achievements
- Travel/work abroad: worked in UAE (Dubai), Germany (Nuremberg & Hamburg) and US (New York & Miami)