

**SUELLEN VANCE**  
917.670.9115  
Email: vancesuellen@aol.com

**PROFILE**

- Over 9 years experience in financial industry
- Expertise in writing, researching, office administration
- Proficient in Microsoft Word, Excel, Quicken, internet travel
- Experience in working with high profile industry leaders
- Excellent interpersonal and organizational skills

**FINANCE EXPERIENCE**

**Vice President/Executive Assistant (On-Going Consultant)** 2000-2006  
Hope Capital Management, LP New York, NY  
New Mountain Capital, LLC, New York, NY (concurrent)

Perform all administrative duties for \$25M Hedge Fund

- Assist in interview and selection of accountant, tax and audit team
- Establish expense reporting and basic bookkeeping (Quicken)
- On-going liaison for outside accountant, tax and audit team
- Worked in tandem with legal counsel
- Establish business checking account, company credit cards
- Handle accounts payable
- Liaison for payroll services company
- Research healthcare and benefits packages
- Acquire disability/workmen's compensation insurance in compliance with NYS

Financial Research and Trade related duties included:

- Assemble research on potential investments (10-K, 10-Q, Def-14a, News Articles, Exec Mgmt Backgrounds, Insider Purchases/Sales, etc.)
- Receive daily trade reports and reconciled all to prime brokerage
- Daily Liaison for all brokerage accounts
- Regularly perform million dollar money transfers/wires

Executive Assistant duties for Managing Partner included:

- Prepare written correspondence including memos, letters, and exhibits
- Assist in creating, preparing and binding Fund presentations
- Schedule meetings, appointment calendar and maintain files
- Arrange all travel both business and personal
- Answer phone and communicate with high profile industry leaders

Executive Assistant duties for NMC (\$770M Private Equity Fund) included:

- Liaison to staff for Co-Founder/Principal Robert R. Grusky
- Schedule meetings, appointment calendar and maintained files
- Coordinate travel with other members of NMC
- Assist as requested in Annual Meeting

- Prepare written correspondence including memos, letters, and exhibits
- Assist in creating, preparing and binding Fund presentations
- Answer phone and communicated with high profile industry leaders

**Executive Assistant to Chief of Staff/Senior Advisor** 1997-2000

RSL Management Co., New York, NY

- Prepare written correspondence including memos, letters and exhibits
- Schedule meetings, appointment calendar and maintained files
- Answer phone and communicated with high profile industry leaders
- Arrange all international and domestic travel both business and personal

**OTHER PROFESSIONAL EXPERIENCE**

**Professional Actor** 1994-Present

Theatre, Film, TV and Commercial, New York, NY and Regional

**TV News Reporter and Producer** 1987-1994

WCPX (now WKMG), WTVG, WCJB, WBNS

- Various duties as a special projects producer include developing stories, series and specials from start to finish - field producing, script writing and creation of graphics (Top 20 market)
- Line producer for daily news program (noon, weekends): enterprise stories, create rundown of show, write and approve scripts, coordinate all with talent and staff (Top 20 market)
- Developed new concepts for show segments and trouble shooter on overnight show (Top 20 market)
- As a reporter, research and develop stories, write and edit own work, live shot experience.
- Experience in all aspects of business from assignment desk, video tape editor, to reporter and line producer.

*Received Best Reporting Award 1988 Sponsored by Fathers and Children for Equality in Columbus, OH.*

**OTHER AWARDS AND HONORS**

**1999 Woman of the Year** for The Leukemia Society of America - NYC Chapter  
**United Way Victory Dinner Video, 1993** – Co-Produced w/Team Disney/Disney Post  
Production Group – Orlando, FL

**EDUCATION**

**BA Business**, Stephens College, Columbia, MO.

**BFA Theater**, Stephens College, Columbia MO.