

MARCIA PINTO

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An enthusiastic and highly organised professional with more than 10 years experience in the investment management industry and in project management. Accustomed to working under pressure, able to multi-task and communicate with people at all levels. Competent in supervising and managing and works well as part of a team.

Employment:

- Sept 2019-to date **Entrepreneurship Project**
- Responsible for new product development
- Jan 2018 –Sept 2019 **JPMorgan Chase &Co – Investment Banking – Client Onboarding Manager**
- Co-ordinating and monitoring fund onboarding for new and existing clients
 - Working in partnership with Sales, Relationship Managers, Credit and Compliance to ensure efficient and timely fund onboarding to enable fund launch and trades for FX, derivative, etc
 - Liaise with legal to ensure the necessary documentation (ISDA, GMRA, etc) was in place before trading
 - Oversee process set up from end-to-end and update database
 - Suggest solutions to streamline procedure and process
- Jan 2011– Jan 2018 **JPMorgan Chase &Co - Asset Management - Fund Registrations Coordinator**
- Cross boarder registration of JPMorgan Funds umbrellas in LATAM, Europe and Asia
 - Co-ordinate prospectus and shareholder notice translations
 - liaise with internal, external legal counsels and regulators
 - Developed data/operation system enhancement to streamline process and minimize risk
 - Decrease registration regulatory timeline approval by suggesting changing in documentation
 - Responsible for optimisation project encompassing 25 sub-fund merges and 7 liquidations across all JPMorgan Fund umbrellas
 - Work closely with Product Development, Product Delivery, Legal and compliance and Fund Governance Teams for successful fund launch, merger, termination and share class rationalisation
 - Keep abreast of regulatory changes to ensure compliance with the new Directives to market new funds and maintenance of existing fund
 - Support Risk Team to ensure adherence to the company's and regulatory policies and procedures
 - Supervise new team members
- Sept 2007–Apr 2009 **Standard Bank – Asset Management - Sales Support**
- Marketing of funds to potential investors within the EMEA region
 - Negotiating Distribution Agreement fees
 - Assisting with RFP and DDQ
 - Liaison with clients and fund managers on fund performance and trade execution
 - Client account opening and gathering of KYC documentation and records maintenance
 - Maintenance of fund product literature and preparation of daily performance information
- Sept 1995– Feb 2005 **BB Securities Ltd – Private Client Sales**
- Purchase and sales of Eurobonds: CB, FRN's, CD, CP, ECP and Brady Bonds
 - Achieved product and sales targets thereby maximising profit
 - Offered detailed advice to assist clients in making investment decisions
 - Tailored client portfolios in accordance with their individual investment objectives and risk profile
 - Key player in the KYC/AML Remediation Project
 - Prevented trades failures by playing a key role in the implementation and development of the new system
 - Promoted from Settlement Associate after four years where duties included: trade funding, loan borrowing, reconciliations, remediation of unmatched trades, corporate actions, repurchase agreements and instructing Euroclear/Clearstream and managing 3 team members, answering/investigating client's queries and supporting sales

- Feb 1994–Aug 1995 **Accet Ltd. – Latin America Research and Project Director**
- Initiation of meetings and constant liaison with Ministers, Ambassadors and Presidents of Latin American organisations to bring projects to a successful conclusion
- Oct 1986–Dec 1990 **JP Morgan Chase & Co. (Brazil Rep. Office) – International Private Banker & Office Manager**
- Responsible for the preparation of Loan Sale Agreements and the sale of loans to third party creditors during the Brazilian International Debt Moratorium
 - Significantly contributed to the set-up of the Investment Bank in Rio de Janeiro constantly liaising with the Brazilian Central Bank
 - Planned conference and all operational requirements for Chairman and CEO
 - Arranged meetings for the International Monetary Fund.
 - Provided specialist advice on all International Private Banking to new and existing clients on foreign exchange and international transfers
 - Support to Cash Management in relation to loan rollovers

Industry Qualifications:

Investment Management Certificate

Euromoney Training: International Settlement

Trevor Baylis: Certificate of Invention

FCA – Securities Representative Certificate

Securities Institute: Bond Settlement

Languages: Fluent: Portuguese and English Intermediate Spanish Basic French

IT Systems: CRM Salesforce, Gloss, Rims, Bloomberg, Euroclear, Clearstream, Fundsquare, IHS Markit

Education:

1992 – 1993 London College of Printing and Distributive Trades, International Trade

1980 – 1984 Universidade Gama Filho, B.A. Portuguese, English Language and Literature

Interests:

Volunteered for London 2012 Olympics

Played professional volleyball for Rio de Janeiro Team

Creating and exploitation of new ideas and ways to continuously improve