

# ZOE LEE

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## EDUCATION

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### Northeastern University

*Bachelor of Science in Political Science and Business Administration*

**Concentration:** Finance

**Minor:** Law and Public Policy

Boston, MA

December 2019

**GPA: 3.4**

## LEGAL EXPERIENCE

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### Latham & Watkins, LLP

*Structured Notes (Corporate) Paralegal*

New York, NY

January 2020 – Present

- Draft, compile and prepare offering and marketing materials for structured notes, including exchange traded notes, SEC-registered, 144A and 3(a)(2) exempt medium-term note program.
- Ensure timely and accurate deal execution while maintaining strong relationships with clients, financial printers and other third parties
- Submit and review documents for filing with the Securities and Exchange Commission
- Research market data and precedent to ensure materials are error-free
- Complete FINRA diligence for IPOs and reoffers and other special projects as necessary

### Commonwealth of Massachusetts Attorney General's Office

*Criminal Bureau Co-op*

Boston, MA

January 2019 – June 2019

- Supported investigative and trial teams within the White Collar, Human Trafficking, Financial Investigations, Gaming Enforcement, and Appeals divisions
- Compiled criminal case files and supporting evidence to be used as grand jury supplements, and participated in case interviews
- Analyzed and interpreted evidence including, but not limited to, proffer and witness interviews, video surveillance, bank and financial records, and official public documents
- Managed support to the National Center for Missing and Exploited Children by creating and sending subpoenas, compiling responses, and forwarding to corresponding Law Enforcement officials

## FINANCIAL EXPERIENCE

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### Scotiabank

*Debt Capital Markets – Latin America and Caribbean Analyst Co-op*

New York, NY

January 2018 – June 2018

- Developed and updated reports and marketing materials on the Latin American bond market to be distributed to 1,000+ clients
- Created pitches, proposals, roadshow presentations, sales memos and rating agency presentations which included marketing materials, bond comparable, bond proposed pricings, NPV analysis, Liability Management analysis and rating agency analysis for presentations to clients
- Built financial models to analyze company's current financials as well as to predict future financial trends

### The Boston Consulting Group

*US Accountant*

Boston, MA

January 2017 – June 2017

- Supported the General Ledger team with the monthly closing process and assisted in the preparation of financial reporting including reconciliations, fixed assets, cash deposits, journal entries and external audit for 11 offices
- Created new vendors into the Oracle AP system for the payment by the Accounts Payable division
- Analyzed and explained month to month variances for costs and revenue for both teams

## ADDITIONAL EXPERIENCE

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### Co-op Peer Mentor

*Mentor*

Boston, MA

September 2018 – December 2019

- Mentored students by reviewing resumes, conducting mock interviews, and providing professional and personal advice

### Northeastern University Telefund

*Supervisor*

Boston, MA

September 2017 – December 2018

- Tracked caller attendance as well as created daily reports displaying progress and goals
- Coached callers by giving feedback on how they could approach future calls and become more successful fundraisers

*Caller*

October 2015 – December 2016

- Assisted team in fundraising campaigns that exceeded university's goals
- Reinforced and solidified alumni relationships and individually raised over \$10,000

### Hogar Dulce Hogar Club

*Founder and President*

Mexico City, MX

August 2012 – May 2015

- Directed organization that raised funds to provide necessary supplies and services to orphanage

## SKILLS

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**Computer Skills:** Experience in Bloomberg Terminal, JavaScript, HTML, SQL, CSS, Oracle, Business Objects, Microsoft Suite

**Language Skills:** Full working proficiency in Spanish