

Elizabeth P. Roaldsen, CFA

7 Emerson Place #702

Boston, MA 02114

#631-983-9232

roaldsen@mit.edu

EXPERIENCE

Merrill Lynch & Co., Inc. 2000 - Present

2008-Present Merrill Lynch, Merrill Lynch Bank (Suisse) S.A. Geneva

Chief Administrative Officer, Business Manager for Head of Europe, Middle East and Africa

- Continued responsibility for the Business Management functions detailed in the section below.
- Direct and oversee all non-sales related functions for Swiss Bank with over 350+ employees.
- Manage a team of ten business heads responsible for core functions including, Technology, Operations, Compliance, Office of General Counsel, Human Resources, Finance, Facilities, Credit, Risk, and Lending.
- Work with Leadership team to set the objectives and strategy for the Bank.
- Prepare and develop documents and presentations for Board and Management reporting.
- Participate in committees reporting to the Board and Management, including the Audit, Risk and Credit Committees.
- Plan, develop and implement process improvements and cost containment measures.
- Analyze and agree proposed changes of policies and procedures impacting the Banks operations.
- Manage project teams in dealing with a range of business issues.

2006-2008 Merrill Lynch, Global Wealth Management Division London

Business Manager for Head of Europe, Middle East and Africa

- Participate in the formulation of the regional organic growth strategy to increase revenue and assets.
- Manage and execute multiple initiatives expanding our regional footprint and developing product capabilities to grow revenues.
- Control regional expenditure; budgeting, cost management, profitability and efficiency metrics.
- Manage a team to support the management of 16 offices across 15 countries.
- Research and analyze data to prepare reports, briefings and presentations used in key decision-making.
- Develop objectives and processes to enhance coordination and collaboration across business units.
- Design and implement policies, procedures and entitlements for divisional staff.
- Establish control framework to monitor adherence to policies and entitlements.
- Coordinate various business committees and business continuity planning and testing requirements.

2005-2006 Merrill Lynch, Global Wealth Management Division London

Business Manager for Head of Continental Europe

- Developed growth strategies for key markets in the region - France, Italy and Germany.
- Formulated strategies for coverage of Emerging Markets - Russia, Commonwealth of Independent States and Eastern Europe.
- Controlled regional expenditure; budgeting, cost management, profitability and efficiency metrics.
- Designed, administered and implemented policies and procedures for regional staff.
- Assessed and managed product development opportunities for markets in the region.
- Supported the management of 7 offices across 6 countries.

2003-2005 Merrill Lynch, Global Wealth Management Division London

Six Sigma Project Champion - Europe, Middle East and Africa

- Implemented and managed the deployment of Six Sigma, a business process change methodology.
- Identified, trained and developed core team of business analysts in Six Sigma methodology.
- Initiated and led projects aligned to business strategy to grow revenues, reduce costs and improve client service.
- Established partnerships across the organization to drive initiatives delivering sustainable improvement.

2002-2003 Merrill Lynch, Investment Management Division London

Six Sigma Black Belt - Europe, Middle East and Africa

- Led projects to deliver business process reengineering initiatives within budget, time and business expectations ensuring appropriate controls were in place to monitor and maintain results to foster continuous improvement.
- Acted as an internal consultant, partnering with business leaders and teams to identify, analyze and implement process improvements.
- Reduced costs and improved effectiveness through process redesign, shared services and outsourcing.

2000-2002 Merrill Lynch, Investment Management Division London

Relationship Manager - Offshore Mutual Funds

- Managed daily relationships between fund managers and outsourced service providers.
- Led cross-functional teams to identify and select new service providers by developing requests for proposals, negotiating fees, agreeing service levels and establishing performance indicators.
- Project managed operational aspects of fund launches, fund mergers and other changes for Dublin, Luxembourg and UK fund ranges.
- Led and/or contributed to all phases of the product lifecycle, including cost benefit analysis, requirement gathering, structuring, execution and implementation.
- Coordinated and conducted monthly reviews of service providers against key performance indicators.

The Bank of New York Co., Inc. 1994 - 2000

1999-2000 The Bank of New York, Mutual Fund Division London

Product Manager - Offshore Mutual Funds

- Provided technical and product expertise to facilitate new opportunities with clients and prospects.
- Completed requests for information, proposals and fee schedules.
- Participated in client and prospect presentations.
- Identified and implemented product and service improvements for existing clients.

1997-1999 The Bank of New York, Mutual Fund Division Dublin

Project Manager - New Business and Conversions

- Managed new business take-ons, fund launches and fund mergers.
- Defined and documented fund operating requirements and established service level agreements with clients.
- Established and managed a central data management/control risk unit responsible for; trade communication and input, security pricing, security master set-up and maintenance.
- Defined and documented business requirements for fund accounting platform migrations.
- Converted funds from the banks proprietary systems to a new fund accounting platform.

1996-1997 The Bank of New York, Mutual Fund Division New York

Conversion Manager - Fund Accounting Operations

- Managed team of fund accountants with responsibility for mutual fund operations including net asset value calculations.
- Converted funds from the banks proprietary system to a new fund accounting platform.
- Transitioned funds from our accounting division in New York to Dublin.
- Trained staff on the processing of funds on a new fund accounting platform.

1994-1996 The Bank of New York, Mutual Fund Division New York

Fund Accountant

- Calculated new asset values for all types of mutual funds.
- Processed continuous daily cash availability for money market funds.
- Researched and resolved client requests and queries regarding fund account policies and procedures.
- Detailed procedures and capabilities for critical functions for a new fund accounting platform.
- Documented gaps and enhancement specifications for a new fund accounting platform.

EDUCATION/QUALIFICATIONS

- Candidate for MBA June 2010, MIT Sloan School of Management
- Chartered Financial Analyst (CFA) designation - Member of CFA Institute
- Member of UK Society of Investment Professionals
- Bachelor of Arts in Accounting 1992, Belmont Abbey College
- Six Sigma Project Champion
- Six Sigma Black Belt