

**Connie Martin**  
[martinc1961@aol.com](mailto:martinc1961@aol.com)

**SKILLS:**

Adept at building strong and profitable relationships to the benefit of all parties. Develops strategic plans, implements effective programs to contribute to the success and growth of an organization. Professional, committed, adaptable to changing environments, and processes. Problem solver, organized, team player with strong verbal and written skills, detail oriented. Experienced manager, mentor.

**PROFESSIONAL EXPERIENCE:**

Sept 2012 to May 2018

Tortoise Capital Advisors

Leawood, KS

***Business Development Administration***

Project management, business analysis, and team goal setting for the business development, strategic investment, and marketing teams. Prepare presentations, and marketing materials for shipment for client meetings and conferences. Orchestrate strategic travel planning for client site visits and conferences. Engages collaborative team work on company initiative projects; development of new products. Manage and provide content for the company's internal website; including company articles, event photos, and user administration set up. Key competencies in this role: client's first, articulates written and verbal communication clearly, exhibits a creative entrepreneurial spirit, humility, and perseverance.

Dec 2005 to April 2012

Scout Investments

Kansas City, MO

Sr. Vice President

***Chief Operating Officer and Corporate Secretary, Scout Funds***

Highly experienced financial professional with demonstrated success in managing processes for bank proprietary mutual fund products. Contributed to successful implementation of new fund launches, consolidations, mergers, conversions, closures. Project management skills, develop strategic plans and implement effective processes and procedures, Fund Governance, compliance, assistance to transfer agency; call center, shareholder account processing, quality control, tax filings, legal matters, fund accounting/fund administration. Worked with custodial bank to set up foreign bank accounts. Performed role of Corporate Secretary; authored meeting agendas, recorded and retained official Fund board of trustees meeting minutes. Prepared and circulated materials for board meetings, as well as maintained active communication with independent trustees, legal counsel, auditors, internal staff. Highly involved with the creation of periodic fund reports, prospectuses, FINRA filings, examinations, training, website, and advertising review. Scheduled and moderated conference calls. Completed RFP's, circulated legal and corporate documents as requested. A creative, committed contributor to service excellence, company initiatives, and team work.

Feb 2004 to Dec 2005

Country Club Financial Services, Inc.

Mission Hills, KS

***Brokerage Compliance***

Provided assistance to the Chief Compliance Officer; completed and retained original documents, employee FINRA licensures, continuing education requirements, examinations. Worked with Pershing LLC, with regard to client accounts, processing, FundServ, annual privacy communications.

Aug 2003 to Feb 2004

UMB Fiduciary Services

Kansas City, MO

***Compliance Officer, Scout Funds***

Developed, managed, and implemented Fund Compliance processes and procedures for banks proprietary mutual fund products. Worked with Fund transfer agency; call center, shareholder processing, quality control, legal, tax, fund accounting and administration. Conducted on-site exams, published and reported to Fund board analysis, findings, remedied actions, implemented processes, procedures. Reviewed anti-money laundering reports, short term trading, redemption fees. Contributed in fund launches, mergers, acquisitions, closures. Primary liaison between various business lines. Project management.

Nov 1986 to Aug 2003

Jones & Babson, Inc.

Kansas City, MO

***Vice President and Director, Mutual Fund Client Relations***

Provide executive leadership to mutual fund transfer agency, fund complex. Managed and mentored 25+ staff members. A variety of roles performed over tenure; fund pricing, accounting, administration. Created, developed, and implemented multi-disciplined business units; call center, shareholder processing, retirement plans, research, media review. Increased staff effectiveness by directing cross-functional/inter-departmental team to create a centralized processing and client

relations department. Assistance to legal department with the creation and distribution of materials for quarterly board of trustees meetings. Participated in company initiatives, and creation of corporate image and mission statement.

**EDUCATION:**

Rockhurst University, Business Management, English. Licenses: FINRA Series 6, 26 (inactive)

**CIVIC AND COMMUNITY AFFILIATIONS:**

Volunteer roles: Boy Scouts of America, committee member, fundraising chair;

Junior League of Kansas City, MO, past member; Johnson County, KS Sheriff's Citizen's Academy graduate, alumni;

Leawood, KS Police Citizen's Academy graduate, alumni; Catholic Youth Organization board member alumni, coach