



hooker & holcombe



Karin Shepard

Operations Analyst

Experience

As operations analyst with Hooker & Holcombe's investment advisory group, Karin is responsible for a number of support duties including database oversight, custodial and third-party relations, preparation and reconciliation of quarterly reports, client monitoring and compliance, new client set-up and billing, and assistance with special projects as needed. She also serves as project lead for the production of *Weekly Market Update*, an informative financial e-newsletter.

Karin joined Hooker & Holcombe in 2012 and has over 10 years of experience in marketing and administrative services. Prior to joining the firm, she worked as a marketing senior for Haggett, Longobardi Associates, LLC. In this capacity, she provided administrative support, edited proposals, managed client databases and reporting, assisted in the development of specialty service niche markets, and coordinated corporate events.

Education

Karin earned an Associate Degree in Science from Manchester Community College.