C. TATE ELLIOTT

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QUALIFICATIONS PROFILE

- **Multifaceted, results-oriented executive,** offering comprehensive accounting and finance experience; with focus on tax planning and compliance, financial reporting, investment portfolio administration, performance reporting, gift & estate planning, trust administration, private foundation management and personnel supervision.

- **Visionary, hands-on leader and team player;** commended for highly trustworthy, discreet and ethical manner, coupled with hands-on background in performing and supervising activities for high-net worth individuals and families.

- **Strategic head of family office** with well-defined multitasking, problem-solving, communication, analytical, and technical aptitudes.

CORE COMPETENCIES

Financial Planning and Analysis	**Client Relations and Negotiation**
Income Tax Planning and Compliance	**Business Administration**
Financial Reporting	**Cash Management**
Continuous Process Improvement	**Organizational Leadership and Team Building**

PROFESSIONAL EXPERIENCE

VIKING GLOBAL INVESTORS LP — **$30+ BILLION HEDGE FUND MANAGER**

Head of Family Office | Greenwich, CT — May 2012–Present

Lead the team responsible for serving two primary roles: (1) providing family office services to three principals and (2) providing administration and accounting services for internal investor funds

- Family Office services comprise the administration of all financial, accounting, and management aspects of the principals, their family members, partnerships, trusts, and family foundations. Including:
  - Cash management, accounting, financial reporting, and forecasting
  - Income tax planning and compliance
  - Integrated philanthropic planning for individuals and foundation
  - Trust administration
  - Private jet administration
  - Insurance needs, household employees and personal transaction supervision
- Administration and accounting services for twelve internal investor investment funds and general partner entities includes the following key functions:
  - Maintenance of partner capital accounts and files
  - Processing all monthly capital activities
  - Provision of investor relations function to all internal investors
  - Calculation and maintenance of the "locked up" capital of internal investors
  - Coordination of all regulatory filings
  - Preparation of fund financial statements and coordination of audits by outside accounting firm
- Also provide other ad-hoc functions such as estate planning advice and implementation assistance to other key personnel who utilize Viking investments to achieve personal estate planning goals.

Selected Accomplishments

✓ *Transformed a one-person bill pay office to an institutional quality team with focus on driving efficiency while implementing replicable processes and internal controls.*

✓ *Drove performance improvements as reflected in leading the following initiatives:*
  - *Creation of expansive series of estate planning vehicles for principals which resulted in substantial wealth transfer and tax savings.*
  - *Designed new business/fund/personal expense allocation methodologies for more tax efficiency.*
  - *Developed alternative basis for calculating foreign tax credits allowing for greater credit realization*

- ✓ *Strategically supervised the implementation of the following:*
  - *Sale of a partnership interest that utilized valuation discounts to achieve significant wealth transfer and tax savings.*
  - *Redesigned investor capital report for internal investors providing more information in a clear, concise and timely manner.*
  - *Procedures allowing private foundation to provide grants to foreign grantees.*
  - *Acquisition of group personal umbrella insurance as a benefit for all Viking employees.*
  - *Enhanced financial reporting for the principals which provided improvements in both quality and timeliness.*

QFS ASSET MANAGEMENT, LP — **$3 BILLION HEDGE FUND MANAGER**

Director of Finance and Accounting | Greenwich, CT — May 2007–May 2012

- Directed all financial aspects of the investment management company and supervised all administrative and financial activities of the principal's family office.
- Efficiently coordinated all accounting and financial reporting processes of the management company, the family office and its related entities, including a fund of funds and aircraft management entity, consistently ensuring accurate and timely delivery of information to owners and management on a weekly, monthly, and quarterly basis.
- Spearheaded all financial control and processes for a wide array of treasury management, accounting and financial reporting functions, including the creation, improvement and documentation of key procedures.
- Managed budget processes as well as insurance needs.
- Administered the complex capital structure of the investment management company.
- Coordinated the preparation of management company financial statement audits and the preparation of tax returns for both the investment management company and funds by outside accounting firm.
- Coordinated the preparation of individual, entity and foundation financial statements as well as tax returns related to the principal's family and personal holdings.
- Managed the payroll and benefits administration of the investment management company, family office and household staff.

Selected Accomplishments

- ✓ *Coordinated the redesign of the capital structure of the investment management company entities to better organize the management companies and allow for additional management company capital investors.*
- ✓ *Successfully redesigned monthly and quarterly reporting for both the investment management company and the family office.*
- ✓ *Achieved substantial cost savings while improving employee benefits by implementing new benefits plans and benefit providers.*

CHILTON INVESTMENT COMPANY — **HOLDING COMPANY OF HEDGE FUND PRINCIPAL**

Family Office Director | Stamford, CT — May 2005–Apr 2007

- Oversaw all financial aspects of a privately owned holding company of successful hedge fund principal. Significant assets of which included an investment management company, portfolio of hedge funds, real estate, and timber operations.
- Coordinated and supervised the accounting and financial reporting processes for the holding company and its component entities as well as individual family members, family trusts, and the family foundation.
- Rendered keen oversight to the annual budget planning process for all portfolio entities; all banking and financial relationships; as well as an extensive art and antique collection, which included maintaining the catalogue and ensuring proper insurance coverage.

Selected Accomplishments:

- ✓ *Built and grew the family office from startup to successful operations through the following key efforts:*
  - *Created the "family office" by pulling existing roles from the investment management company and building upon those functions with newly hired "family office" dedicated staff at the holding company level.*
  - *Development of job requirements while recruiting a results-driven team.*
  - *Established financial controls for treasury management, accounting and financial reporting functions.*
  - *Administration and integration of the family office to fit the owners' long-term goals*

- ✓ *Redesigned the ownership structure of the family-owned entities to better organize the management and financial reporting of the family's assets. The redesign involved the merger of two holding companies and the creation of a functionally organized subsidiary network of LLC's.*

GELLER & COMPANY, LLC — **WEALTH AND FINANCIAL MANAGEMENT FIRM**

Manager, Family Office Group | New York, NY — Feb 2000–May 2005

- Served as client relationship manager providing financial reporting, income tax, estate, investment, cash management, accounting, and risk management services to high-net worth individuals and families.
- Functioned as client "quarterback" interacting with and coordinating the activities of private banks, estate attorneys, investment managers, brokers and insurance providers on behalf of clients.
- Effectively managed team providing the following client services:
  - Issuance of individual financial statements, which included net worth, cash flow, investment, insurance, philanthropic, and estate issues.
  - Preparation of individual, trust, gift as well as corporate and partnership tax returns for high-net worth individuals and their related entities.
  - High-end, integrated estate and income tax planning.
  - Cash flow forecasts encompassing income, expense, investment, debt, and income tax projections.

EARLIER CAREER

KPMG LLP

Tax Manager, Personal Financial Planning Practice | New York, NY — Feb 1996–Jan 2000

Staff and Senior Accountant | San Antonio, TX — May 1993–Feb 1996

EDUCATION

Bachelor of Business Administration in Accounting | Texas Tech University, Lubbock, TX
Graduated summa cum laude December 1992

PROFESSIONAL DEVELOPMENT

Certified Public Accountant (CPA), State of Texas, January 1996
Certified Financial Planner (CFP), November 2004: For Renewal

ACTIVITIES

Treasurer: 2014–Present | Great Oak Farm Homeowners Association, Inc.
Board Member: 2009–2014 | Monroe Lacrosse Association