

# GRACE BEVERLY

## CONSULTANT



Grace is a Consultant at Capco. She supports Capco's Regulatory Advisory Services, a branch of Capco made up of senior compliance officers who provide regulatory compliance advice to financial institutions. Grace maintains the Capco Academy Blackboard website, an online educational resource for clients to keep up with financial regulation certifications as well as handling regular client communications. Grace also coordinates marketing campaigns and develops collateral for the Community Banking department. Prior to working at Capco, she worked as a legal assistant at a real estate law firm as well as in marketing for a start-up based out of Manhattan. Grace graduated with a bachelor's degree in International Relations and Affairs from the University of Central Florida in May 2021.



### FINANCIAL EXPERTISE

- Prior experience as a legal assistant in the accounting department at a busy downtown Orlando law firm



### CAPCO HIGHLIGHTS

- Offers administrative support to clients as well as internal employees
- Manages and maintains Capco Academy Blackboard website, an online educational resource for financial institutions
- Sends out client alerts and multiple weekly emails to update 3,000+ clients
- Coordinates marketing campaigns and develops collateral



### EDUCATION / CERTIFICATION

- Bachelor's Degree in International Relations and Affairs from the University of Central Florida (May 2021)

### RELEVANT EXPERIENCE

- 5+ years of administrative experience
- Ran marketing campaigns for Manhattan-based travel start up, creating and publishing SEO articles
- Experience working at a real estate law firm, calculating, and handling communication with clients regarding legal disputes and amounts owed to close out court cases