



## Ieman S. Afram

Executive Assistant

Investment-related Experience: 4 years

Years with Firm: 4 years

As an Executive Assistant with LSIA, Ieman is responsible for assisting portfolio managers in our firm's Detroit office. In this critical role, she handles a variety of administrative tasks, including client report and meeting book preparation, document retention and recordkeeping, client relationship management database maintenance, travel arrangement, expense reimbursement and general office administration, among others.

Working closely with portfolio managers, Daniel Kostaroff, Kevin Yousif, David Jones and Gary Bender, Ieman is part of a collaborative team that is committed to serving both individual and institutional clients with the highest standard of care. Her role involves communicating with clients, as needed, and often acting as a point of contact between the portfolio manager and client custodians to ensure funds are properly handled in accordance with client directives. Ieman also assists the firm's President and Directors of Compliance and Business Management on various matters.

Prior to joining LSIA, Ieman was a Medical Office Assistant (2010-2014), where she was responsible for client relations, insurance billing and business management. Before entering the medical field, Ieman had a lengthy career as an Immigration Paralegal and Specialist (1992-2007). In these roles, she helped individuals prepare and submit immigration documents, including asylum/deportation applications, employment-based petitions, family petitions, affidavits of support and naturalization forms. She also acted as an interpreter for Arabic speaking clients and for attorney-client mediators.

### EDUCATION AND ACCREDITATIONS

BS - Wayne State University