



Sonsearay Townsend

Executive Assistant

Started in the
Investment Industry: 2018

Joined LSIA: 2018

As an Executive Assistant with LSIA, Sonsee is responsible for assisting LSIA executives with administrative tasks relating to business management, finance, human resources and compliance. In this role, she handles a variety of matters, including accounts payable, billing, payroll and benefit administration, expense reimbursement, document retention and recordkeeping and general office administration, among others.

Working closely with LSIA's President, Director of Business Management and Director of Compliance, Sonsee is part of a collaborative team that is committed to serving the firm, our employees and our clients with the highest standard of care. Sonsee's dedication to her role, drive for excellence and commitment to LSIA are evident by her superior skill set and positive "can do" attitude.

Prior to joining LSIA, Sonsee worked as a corporate-level Executive Assistant for Guardian Industries, Blue Cross Blue Shield of Michigan and Comerica (2013-2018); Accounts Payable Specialist for Cintas Corporation (2011-2013) and Property Manager for Harvest Property Management (2006-2011). These positions exposed Sonsee to a variety of business-related roles, including human resources, finance and business management. Throughout the course of her career with these companies, she honed her skills as a highly effective administrator, organizer and communicator.

Sonsee's passion for helping others extends beyond her work with LSIA. As part of a charitable initiative between Blue Cross Blue Shield of Michigan and Life Remodeled, Sonsee helped bring life into the city of Detroit through a landscape services initiative for local residents.

EDUCATION AND ACCREDITATIONS

BA - Southern New Hampshire University

AD - Baker College