

# KATHERINE NORRIS

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I am a highly motivated, organised and dependable restructuring professional with over 7 years' experience. I have contributed to complex cross-border corporate projects in industries such as insurance, investment funds and cryptocurrency, as well as local businesses. I am adept at working in a fast-paced environment and managing a multitude of cases, each with their discrete requirements. I enjoy collaborating with colleagues, as well as working autonomously to progress workstreams.

## EMPLOYMENT

**Manager, Kroll (Cayman) Ltd:** January 2024 – present

Key contributions to date include:

- Undertaking statutory tasks upon appointment in official liquidations, including the filing of relevant forms and the drafting of progress reports.
- Working with junior staff members to ensure that administrative tasks have been completed and reviewing their work.
- Discussing the ongoing strategy of cases with the wider team, taking into account the particular circumstances of the case.
- Liaising with various stakeholders including directors, service providers, regulators, legal counsel and creditors in order to obtain information and provide updates as necessary.
- Preparing cashflow forecasts and undertaking analysis of company banking activity.
- Assisting with the drafting of pitch documents in response to RFPs within the fund and asset management branch of the company.

**Assistant Manager, KPMG (Bermuda) / Senior Consultant, Teneo (Bermuda):** October 2021 – present

**Senior Associate, KPMG (Bermuda):** September 2019 – October 2021

Key contributions include:

- Managing the shareholder distribution of \$53m to over 100 shareholders through initially developing the process; addressing issues by liaising with various external service providers; managing authorisation of payments by the Board; and handling the administration of the project.
- Assisting in the liquidation of a cryptocurrency hedge fund with over \$1 billion of assets and liabilities, by using Relativity software to review and tag documents in relation to their responsiveness to the subpoenas of various US agencies.
- Project management, investigation and administration in relation to engagements whereby we take an inspector role, pursuant to statute (namely the Insurance Act and Digital Asset Business Act) and appointed by the regulator.
- The preparation of detailed step-plans for placing entities into MVL, tailoring in order to meet client requirements and in line with developing strategies. Subsequent implementation of the step-plans, taking into account the nuances of individual cases and corresponding with stakeholders to ensure they understand the process.
- Assisting my Cayman colleagues with the distribution of funds to shareholders and closure of a solvent Voluntary Liquidation. This involved reviewing guidance from compliance on the AML requirements per Cayman law; reviewing KYC documents; discussing tax obligations with the company's tax service provider; and liaising with the client to provide an update on the process.
- Managing the ongoing liquidation process of a BLMIS feeder fund including liaising with creditors of different classes; undertaking the formal adjudication of claims; corresponding with the Trustee's office for updates; reporting to the Committee of Inspection; and producing fee summaries to aid in the seeking of approval of liquidators' fees.
- Assisting in the process of calling for creditor claims; liaising with creditors regarding the claims submission process; the adjudication of such claims; dealing with MLRO considerations and finally; payment of the relevant distribution.
- Investigating the dissipation of assets of a wine fund; securing known assets and advising investors as to the liquidation process and the prospect of recovery.
- Mentoring junior staff members and interns, formulating training sessions and scheduling regular meetings to provide advice, address issues, give feedback and hear views on relevant team matters.
- Managing the reconciliation of approximately 50 liquidation bank accounts on a monthly basis, including the

drafting and processing of journals; utilising IPS to complete reconciliations; investigating and resolving issues; and issuing reports regarding the reconciliation status of the accounts.

- Monitoring case WIP and ensuring that projects are completed to budget; and facilitating regular billing where projects allow.
- Organising and attending business development initiatives in order to grow my professional network, both formally through memberships of associations and informally by taking part in social events with law firms.

**Marketing Executive, Waverton Investment Management (UK):** September 2017 – June 2019

- Producing bespoke proposals and presentations for clients using different software programmes such as Adobe InDesign and Photoshop, often to strict deadlines.
- Maintaining a library of marketing template data, including performance, asset allocation, personnel statistics and corporate photographs.
- Assisting with the organisation of events, including searching for appropriate venues, budgeting, invitations and compliance issues.
- Managing the team CRM database and creating online campaigns for mail-outs.
- Producing reports and sales analysis to be used in monthly senior director meetings.
- Drafting an annual marketing budget.

**Insolvency Administrator, David Rubin & Partners (UK):** January 2015 – September 2017

- Member of a small team with a portfolio of approximately 50 active cases.
- Significant involvement in managing the day-to-day trading of a Nursery in Administration, for approximately 6 months, including rectifying staffing issues and authorising payment of supplier invoices.
- Liaising with creditors, employees, directors and other stakeholders to assist them in their understanding of the various processes.
- Management of a multitude of schedules and deadlines governed by statute and internal compliance procedures.
- Writing reports on the progress of specific cases and discussing with connected parties.
- Using the industry-specific software programme IPS in the day-to-day administration of cases.
- Attending networking events in order to build relationships within the industry and to generate contacts within other industries which could facilitate business for the firm.

**Sales Executive, Portfolio Verlag (UK):** August 2014 – December 2014

- Arranging the sale of advertising space to clients in the financial sector based on individual marketing briefs in print and online formats.
- Writing up insertion orders and invoices and calculating costs for campaigns in print and online.
- Helping organise and attend financial events and liaising directly with asset managers, investors, consultants and agencies.
- Managing relationships with clients and media agencies and regularly arranging and attending business meetings to discuss marketing plans.

## **EDUCATION & PROFESSIONAL QUALIFICATIONS**

2021	<b>Certificate of Proficiency in Insolvency (CPI)</b>
2010-2014	<b>LLB Law with European Legal Systems: 2:1</b> – University of East Anglia, UK
2012-2013	<b>Year studying abroad:</b> Katholieke Universiteit Leuven, Belgium

## **PROFESSIONAL MEMBERSHIPS**

- Restructuring and Insolvency Specialists Association (RISA), Bermuda & Cayman Islands
- International Women’s Insolvency and Restructuring Confederation, Bermuda & Cayman Islands