Amundi Pioneer
ASSET MANAGEMENT

Code of Ethics Compliance Co-Op, Spring 2019
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Company Background
• Asset management firm, holds several mutual funds
• Headquartered in Boston
• Formed via acquisition of Pioneer Investments by Amundi in 2017
• Parent company, Amundi, headquartered in Paris and manages over €1.4 trillion

Software Used
• Personal Trading Assistant (PTA)
• Bloomberg
• Proprietary suite called Media Plus
• Microsoft Office

Learning Outcomes
• Developed knowledge-base to make informed personal investment decisions
• Gained understanding of how financial markets and asset managers work, and how they tie into the larger economic model
• Learned how to operate in a professional office environment

Co-Op Activities
• Compete with fellow co-ops in stock trading game (I won this cycle’s competition)
• Community service events
• Meet/learn from investment analysts and traders

Specific Task Examples
• Forensic Testing (weekly task)
   • Generate a report of all employee's personal trades for the past week and identify if the employee made a lot of money on a trade (bought and then price quickly rose) or avoided a significant loss (sold and then the price quickly dropped). If a trade seems suspicious, we conduct further research into that employee’s connection with the stock.
• Digital Filing Plan (ad hoc project)
   • The office is condensing floors, and the Code of Ethics team will be losing a lot of filing space. I helped develop a plan to move away from physical filing of documents to a digital system that will significantly cut down the amount of paper the team uses.
   • One specific subtask involved digitizing the folders and subfolders we have on all 550 employees in Boston. I created an Excel macro to automatically create the folders/subfolders and a spreadsheet that will update when employees leave or are hired.
• Software Migration to Media Plus
   • As part of a months-long migration from software provided by Blackrock to the proprietary Media Plus, we needed to convert the ID numbers we used for securities to a format that would be compatible with Media Plus. I helped create a spreadsheet that would convert the tens of thousands of securities in our system to the newer format and updated PTA with the new IDs.

Course Integration
• CS1100: Used Excel formulas/macros daily and with large projects
• ECON2316: Conducted market research to explain trading behavior
• ENGW1111: Adapted writing style to match situation and audience

Code of Ethics Compliance Responsibilities
• Ensure employees comply with firm and SEC/FINRA regulations regarding personal trading (i.e. preventing insider trading)
• Review private investment requests
• Connect trading data from brokers (Fidelity, Merrill, etc.) with PTA
• Analyze all employee trades for suspicious activity
• Conduct internal audits to ensure our own compliance with regulatory rules
• Maintain PTA database of securities
• Specific set of daily and weekly tasks
• Ad hoc projects

I Would Recommend This Co-op For:
• First-time co-ops (very welcoming environment with several learning and professional growth opportunities)
• Students who can work with Excel formulas
• Students with an interest in finance (you don’t need to be a finance major)