

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 fit into the larger economic model
- Learned how to operate in a professional office environment

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)

Course Integration

- CSL300: Used Excel formulas/functions daily and with large projects
- ECON319: Conducted market research to explain trading behavior
- ENGR111: 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

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

- Research: Trading (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 150 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.

