

Alexandra Cosgrove, B.Com

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An entrepreneurial business professional with a breadth of industry experience. Most recently working as an Analyst with Listed Issuer Services at TSX Venture Exchange.

Summary of Qualifications

- Experienced in multiple business settings: executive account management, consultative sales, regulatory compliance for US and Canadian Public Securities and executive administration;
- Skilled working independently and as a team player;
- Technology, mining and securities industry experience
- Bachelor of Commerce Degree earned in Marketing from the Sauder School of Business;
- Canadian Securities Course earned during 2019
- Completed Horn Client First Academy –Advanced Consultative Selling & Influencing
- Technology including hardware, reporting and database principles, software: Salesforce, Microsoft Office, Google Suite, Adobe, Payments, Cloud Apps, Distributed Ledger, Social Media (LinkedIn, Twitter, Instagram) with the ability to adopt new technology at a rapid rate

Professional Experience

TSX Venture Exchange

Analyst, Listed Issuer Services Aug '17 – Present

Administrative Assistant, Compliance & Disclosure Jan '17 – Aug '17

- Reviewing all issuances of shares from treasury and effecting corporate actions
- Client management of approximately 200 issuers, completed 483 submissions during 2019
- National (“NAC”) and Local (“LAC”) Advisory Committees minute taking Q3 2017 – Present including quarterly and year-end production and analysis of statistics for the NAC
- Annual Charity Golf Classic – administration of registration for participants and sponsors raising aggregate donations of \$179,000 (2017/2018) and on site registration 2017-2019
- Preparing and presenting information to the group regarding OTC Markets

Alchemy Mining Group Inc.

(f.k.a Alchemy OTC Markets Specialists, LLC.)

Vehicle Sourcing, Compliance and Client Management Oct '09 – September 2016

- Cold calling CEOs, majority shareholders, attorneys, intermediaries and consultants that either control or represent public vehicles
- Consultative client sales calls to uncover the Company’s going public requirements and determining the type of vehicle and structure required in support of the underlying business imperatives

~A high performance team member for the benefit of all parties

- Researching and sourcing Public Vehicles for the facilitation of reverse mergers including Current OTC Pink Alternate Reporting, Pink SEC Reporting, Grey Oil & Gas shells, OTCQB and NASDAQ
- Managing vendor relationships and negotiating fee splitting
- Leading the administration for public listings on the US OTC Markets for companies listing via reverse merger
 - Client management: facilitating regular status meetings for issuers new to public disclosure and ongoing education for maintaining a public listing
 - Creation and maintenance of compliance materials, using Excel PowerPoint and Dropbox to guide a private company through the process to go public on the OTC markets and become an SEC Issuer from Pink status to OTCQB
 - Submitting company filings and Corporate Actions to FINRA, OTC Markets, Nevada SOS, Transfer Agents and obtaining legal clarification from SEC Corporate Counsel and attorneys
- Managing the end to end process closing the sale of Smart Holdings, Inc.*, a US public company to Olympic Capital Group, NYC

*Resolved a stalemate situation acting as intermediary between the buyer and seller at the 11th hour by sourcing a mutually agreeable Escrow Attorney which led to the same day closing.

Education Sept '94 - May '99

Sauder School of Business - UBC, B. Com Marketing and Junior Varsity Volleyball Team
 Walter H Gage & Elsie M Harvey *Education Abroad Scholarship*
Capilano University: Arts Diploma, Pre-Commerce, Volleyball

Relevant Employment History

Colie Ltée (www.coliedesign.com)	Business Development	Jan '05 – Dec '06
Pearl Crew Management	Executive Producer / Performer	May '03 – Jan '06
Paradata Systems	Sales Manager & Channel Accounts	Oct '03 – Sept '04
NetNation Inc. (hostway.com)	Dedicated & Managed Services Account Executive	Jan '01- Oct '03
Clubvibes, Inc. (Clubzone.ca)	Account Representative	Jan '00 – Jan '01

Volunteering

- Richmond Youth Media Program – October 2010 – June 2018
- YWCA Vancouver Real Story Committee & Awards Ceremony Performer '07 – '09
- Working Arts Society – Board of Directors 2004 – 2006, Benefactor & Fundraiser
- Teaching break dance - Children's Hospital, Broadway Youth Resource Centre, and the Ray Cam Community Centre 2002-2010

Extracurricular Activities

- Yoga (Kundalini/Ashtanga), Travel, World News, Meditation, Gun Wing Prayer
- Director – Mina San Juan JV, Bella Rica District, Ecuador (waiver received from TMX Counsel)