

GRACE M. STILLWELL

1529 Walnut St, Philadelphia PA, 19102 | (857) 272 – 6096 | gmst@wharton.upenn.edu | <https://www.linkedin.com/in/grace-stillwell/>

EDUCATION

THE WHARTON SCHOOL, UNIVERSITY OF PENNSYLVANIA

Philadelphia, PA

Master of Business Administration, Majors in Real Estate and Finance

2024-2026

- Membership: Wharton Real Estate (VP of Investment Fund & Entrepreneurship); Penn Students Women in Real Estate; and Travel and Hospitality clubs

DARTMOUTH COLLEGE

Hanover, NH

Bachelor of Arts, Major in Economics

2017-2021

- G.P.A.:3.9; *magna cum laude*; Economics Teaching Assistant; Women in Business, Senior Associate
- Tuck Business Bridge Program, Dartmouth: four-week marketing, strategy, accounting, and finance intensive (December 2019)
- Study Abroad: French Language Study in Lyon, France, at Universite Lumiere Lyon 2 (January 2019 - March 2019)

EXPERIENCE

OAK HILL ADVISORS

New York, NY

Global alternative investment firm with \$60 B capital under management specializing in performing and distressed credit investments

Investor Relations Associate

2023-2024

- Managed daily portfolio monitoring requests for 30+ accounts, conducting due diligence on distressed investment products
- Coordinated workshops with co-heads of London investment team to establish OHA's presence in Europe. Identified opportunities in distressed investments and tailored marketing materials, leading to European-focused credit fund being prioritized
- Led technical analysis of distress in leveraged loan market for Senior Partner. Analysis utilized to justify starting flagship distressed fund investment period to Investment Committee
- Synthesized data from investment, accounting, and compliance teams to produce five portfolio letters quarterly for 100+ investors, including commentary of portfolio's real estate investments

Investor Relations Analyst

2021-2023

- Initiated and implemented fund presentation automations following the departure of the sole other analyst. Redesigned workflows and templates, cutting presentation update times by 50% and standardizing the process firm-wide
- Trained three remote consultants to complete routine data requests and report data categorization errors to accounting, improving data quality and increasing work capacity by 10% for junior investor relations professionals

TIFF INVESTMENT MANAGEMENT

Boston, MA

Private Investments Intern

Summer 2020

Investment manager with \$8 B assets under management for U.S. nonprofits

- Researched private equity and venture capital opportunities in Brazil, interviewed 15+ managers across region and two international risk lawyers; defended recommendation to leadership with 30-page deck, leading to formal due diligence meeting

UNION CAPITAL ASSOCIATES

Greenwich, CT

Private Equity Investment Intern

Winter 2020

Lower middle-market private equity firm focused on investing in small founder-led businesses

- Evaluated potential transactions from investment banks, developed detailed summaries, and presented findings to the firm's 10-person investment team

LEADERSHIP

WOMEN'S NETWORK, OAK HILL ADVISORS

2021-2024

- Spearheaded Women's History Month initiatives across firm, engaging 95% of female employees
- Organized fireside chat with female entrepreneur, tour featuring female artists at MoMA, and Dress for Success clothing drive

SUSTAINABILITY NETWORK, OAK HILL ADVISORS

2021-2024

- Inaugural member of Sustainability Network, organizing firm-wide investment teach-in for deals with ESG implications
- Coordinated a recycling teach-in for 150+ employees in New York, collaborating with the office property manager to enhance sustainability practices

KEEWAYDIN CAMPS

Salisbury, VT

Camp Counselor and Trip Leader, Head of Tennis

Summer 2018

- Led a group of ten girls, ages 12-13, on a 12-day canoe expedition in the Canadian wilderness, expertly managing routes, supplies, safety, and the overall well-being of the campers

ADDITIONAL INFORMATION

- Hiked majority of Appalachian Trail, canoed 1000 miles in Canadian wilderness. NOLS Wilderness First Aid Certification
- Dedicated to giving back to my Philadelphia community through Rebuilding Together and Project HOME
- Avid tennis player, mediocre pickleball player