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Laura Steen
New Business Coordinator
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As the primary Receptionist, Laura welcomes and assists all callers to the office and interfaces with advisors and staff to maintain efficient communications. Laura works closely with associates and Michelle Maffe and Mark DiTondo to oversee and process new business. All Boston office life business and equity business flows through her. She is the contact for case tracking and follow up for new business, as well as the liason with Home Office for all new business. She also maintains weekly the blotter for the office.