



NEWPORT CAPITAL GROUP

## Ellen Arendt

Vice President Retirement Plan Consulting

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Ellen Arendt is Vice President Retirement Plan Consulting at Newport Capital Group and brings over 33 years of experience in the Qualified Retirement Plan industry to the firm. Ellen's responsibilities include coordinating team efficiencies in areas such as retirement plan operations with Senior Management, Service Providers and Plan Sponsor clients. Her main responsibilities include preparing and scheduling all client-related activities, including meetings, producing client reports, meeting materials, including minutes and agendas and managing the fiduciary vault for clients. She also manages team workflows, including Salesforce and the P.R.O.T.E.C.T.™ Platform.

Prior to joining Newport Capital Group, Ellen was the Operations Manager of the Discontinuance and Plan Termination Departments with Citistreet Retirement Services (now Voya). Before being promoted to Operations Manager, Ellen held positions in New Business and Account Management.

Earlier in her career, Ellen worked at Meeker Sharkey Associates as the paralegal to the firm's ERISA attorney. She graduated with an Associate of Applied Science in Paralegal Studies from Middlesex County College in Edison, New Jersey. Ellen resides in Aberdeen Township with her husband and two sons.