

# Adam Malone

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## PERSONAL PROFILE

- Diligent worker with an inherent desire to learn and push myself to operate at my highest standards and expand my knowledge.
- Fourth year Business & Law student at University College Dublin currently tracking a 1.1.
- Have accumulated a depth of experience working in the financial services sector across several departments and teams.
- Highly collaborative in a team environment and enjoy having my skills challenged with tasks that demand high performance.
- Vast exposure to operating in pressure environments under international client and time constraints and thrive in such conditions.

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## WORK EXPERIENCE

### FUND ACCOUNTANT

Centaur Fund Services, a Waystone Group | Ballsbridge, Dublin 4

APR 2021 - PRESENT

- Working in financial services firm managing Alternative Investment Funds
- Provide full range of services, including trade processing, preparing daily cash & position reconciliations and processing expenses and post month end schedules for audit, financial statements, and tax purposes.

### INVESTOR AML & KYC ONBOARDING COORDINATOR

Centaur Fund Services | IFSC, Dublin 1

JUL 2020 – SEP 2020

- Responsible for the onboarding of a large, UK regulated investment manager, tasked with updating each investor's AML & KYC documentation.
- Processed investor transaction documents and completed and maintained AML requirements for all investors and built database with them using Deepool-HWM software.

### ASSISTANT CORPORATE SECRETARY

Centaur Fund Services | IFSC, Dublin 1

JUL 2019 – SEP 2019

- Assisted corporate secretarial team in minute taking for fund companies.
- Conducted detailed record keeping using Diligent Entities as part of reorganisation of departmental filing.

### VOLUNTEER WORKER

Daughters Of Charity Disability Support Services | Chapelizod, Dublin 12

OCT 2017 – MAR 2018

- Volunteered through school TY program spending a day each week working in St. Louise's Centre to create gazette for the families of the ladies living there.
- Elected chief editor by my classmates, responsible for main planning and drafting of the gazette.
- Primary point of contact with staff at the centre to arrange our weekly meetings and activities.

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## EDUCATION

### BACHELOR OF BUSINESS & LAW

University College Dublin

SEP 2020 - PRESENT

- Final Year Student.
- Third Year GPA – 3.78, currently tracking 1.1.

### LEAVING CERTIFICATE

St Vincent's Castleknock College

SEP 2014 – MAY 2020

- Achieved 579 points in 2020 Leaving Certificate.

**Subjects:** English (H1), German (H1), Biology (H1), Chemistry (H1), Irish (H2), Accounting (H2), Religion (H3), Maths (H4)

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## SKILLS

- Solid command of full Microsoft Suite
  - Highly collaborative contributor
  - Exceptionally organised & diligent
  - Meticulous attention to detail
  - Excellent communication
  - A2.2 level proficiency in German
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## HOBBIES & INTERESTS

### GAELIC FOOTBALL

- Have played Gaelic football for Kilbride in co. Meath for almost 20 years.
- Won various titles including club's first Minor County Championship in 2018 and the first Men's County Championship in 60 years after winning the Junior Football Championship in 2023.

### RUGBY

- Played four years of Junior and Senior cup rugby at Castleknock College, including vice-captaining the Junior Cup team in third year.
- Currently into my second year of playing with Coolmine Rugby Club in Ashtown.

### OTHER

- Avid – albeit average – golfer and my love for the game is ever-growing.
  - Outside of sport, I love film and frequent cinemas as much as I can as well as trying to watch new films as often as possible
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REFERENCES – available upon request.