**Anne-Marie Stacey**

 **5 Griffith Court**

**Marino**

**Dublin 3**

**Mobile: 0872623986**

**Date of Birth: 20/04/1994**

**E-mail : amsstacey@gmail.com**

***Education***

**Sept 2012 – August 2016 University College Dublin, Belfield, Dublin 4 Degree:**  Bachelor of Civil Law 2.1 **Total G.P.A: Year 1**: 3.37 **Year 2:** 3.14 **Year 3:** 3.30

**Sept 2006 – June 12 Loreto College, St Stephens Green**

**Leaving Certificate Points –** 525

**Highe**r:Irish B2, History A1, English B1, Maths D1, Geography A2, French B1 , Biology B1 (All higher)

***Permanent tsb***

4th May 2017 – Current position. **Permanent tsb , Hatch Street, Dublin 2.**

 **Position:** Litigation Agent / Property Agent

* Managing customers and their related properties, through the legal process, where all collection activity has been exhausted or where the mortgage(s) have been deemed unsustainable. These legal cases are managed by the Company’s 3rd Party Panel of Solicitors.
* Maintaining and monitoring ongoing case progression and follow-up on any outstanding actions
* Follow all appropriate checks and risk assessment throughout the end to end Litigation Process
* Maintain sales sheets, valuations and daily queries with the banks tax consultants on non VS3 properties.
* Managing the new Voluntary Surrender (VS3) project with the NPL campaign. Establishing a set of procedures for the team.
* Co-ordinating tax queries with KPMG, performing business plans on properties in possession, working with asset management companies and the banks solicitors to answer queries on new instructions and contracts of sale for these properties.
* Proactive daily administration of arrears cases to agreed targets
* Administration of end to end process for both Litigation and Property Management.

***Deloitte*** 1st November 2016 –May 1st 2017. **Deloitte, 29 Earlsfort Terrace, Dublin 2**

 **Position:** Audit Assistant; Consumer and Technology Business

* Identify accounting and auditing issues and perform research to solve those issues.
* Perform analytical review of audit documents and checks on financial statements for clients.
* Apply concepts of risk assessment using EMS audit software daily to perform bank reconciliations and testing by using excel to extract and analyse data.
* Administration support such as drafting engagement letters, bank confirms, solicitor letters and following up with relevant professionals from solicitor firms and banks.
* Building a good rapport with clients, colleagues and professionals
* Assisting in the graduate recruitment process for 2017 and intern intake for the summer of 2017.
* Prepare testing, walkthroughs, bank reconciliations for clients and performs diligent checks on the financial statements of a client.

***Wealth Management Operations***

13th June 2016- 19th August 2016 **Goodbody Stockbrokers, Ballsbridge, Dublin4**

**Position:** Wealth Management Operations Intern

* Provided support and guidance to the Wealth Management Department on wide ranging matters including CDD documentation requirements, KYC account openings, tax exemptions available and the associated paperwork.
* Undertook a risk assessment of all KYC/AML information that is recorded and ensuring its accuracy
* Processing of financial write offs
* Participation and engagement with management to ensure all the correct paperwork has been submitted as regarding any account amendments and meeting regulatory compliance standards.
* Various ad hoc projects as they arose within the AML team.
* Requested AML documentation from clients, ensuring all action is taken to complete all AML records before a client account is opened. Timely follow up on all AML requests keeping compliance with all follow up requests.
* Undertook desktop investigations of client background , PEP checks.
* Worked with various support departments including other wealth management teams and compliance as necessary regarding client account set up.

***Legal Employment***

10th Aug 2015- 20th January 2016 **O’Connor Solicitors, Clare Street, Dublin 2**

 **Position:** Legal Intern

* Designing a presentation for the firm to be presented externally on the role of company secretary and a breakdown of the new companies act to be used then as a learning tool for clients.
* Researching and writing an article on the development of privacy laws in the media
* Presenting key research to be used in an upcoming conference on the development in Irish law of maternity rights.
* The assisting of paralegals with daily tasks.
* Undertaking of administrative tasks such as recording meetings and various intern tasks such as photocopying and filing.

***Legal Employment (Cont’d)***

14th Feb 2011- 25th Feb 2011 **Chief State Solicitors, Ship Street Little, Dublin**

4th June 2012-16th June 2012 **Position:** Legal Intern within Commercial Contracts Section

* Administration duties such as filing invoices and the photocopying legal briefs. Also using initiative to create an efficient system of filing for the archiving of all legal documents in the office
* Attending and participating at confidential in house meetings and the taking of minutes at the meetings with private clients.
* Attending court and tribunal meetings with principal solicitors and providing team support by the proof reading of court documents, copying, photocopying and packing office materials for court.

***Other Employment***

April 2014 – May 2016 **Medical Receptionist, Drumcondra Medical Centre**

 **Position: Medical Receptionist**

* Administration duties such as the opening and scanning of all post and the daily updating of client charts.
* Providing a professional approach to all telephone queries and the scheduling of appointments.
* Dealing with external suppliers and couriers. Opening and closing the surgery and ensuring the waiting room is clean and tidy daily.
* Politely greeting patients and visitors to the centre and making sure all patients feel at ease in the surgery and are dealt with on a personal level.
* Conducting the daily and then weekly office accounts and keeping meticulous financial records
* Answering telephone calls and maintaining a calm and professional manner in all dealings to show a professional image in the surgery.
* Maintaining a journal for both doctors of the appointments, prescription updates and queries from other healthcare professionals and patients.

November 2012- March 2013 **Silk Road Café, Chester Beatty Library, Dublin Position: Waitress**

* Ensuring a high level of customer service is maintained at all times
* Demonstrating a detailed knowledge of the products offered
* Being polite, courteous, and prompt.
* Dealing with any customer issues that arise in a professional manner
* Making sure the dining room is presentable and performing side work tasks.
* Experience catering at large events and private parties.
* Working as part of a team to provide a high level of service

***Interests and Achievements***

* **News Writing & Photography:** Staff Reporter and Contributor for the UCD University Observer Newspaper since 2013 in Business and Features Section
* **Mooting and SLS:** Competitor in the Maiden Mooting Competition 2013 UCD Moot Court Competition and active member of the Student Legal Service with the Negotiation Competition.
* **Horse Riding**: Monthly horse riding lessons or trekking.
* **Fencing:** Tuesdays after the weekly box fit class, I participate in beginners fencing lessons
* **Education:** Currently enrolled to undertake compliance exams, Compliance and regulatory structure and conduct of business rules.

***Referees***

**Name:**Thomas Mohr **Name:** Ms Gail O’Keefe (solr)

**Position:** UCD Lecturer, BL  **Position:** Partner

**Address:** Sutherland School of Law,**Address:** O’Connor Solicitor

Belfield, Dublin 4 8 Clare Street, Dublin

**Email:**thomas.mohr@ucd.ie  **Tel:** +353 (86) 8164974

**Signed:** Anne-Marie Stacey **Date:** 13/10/2017­­­