

## **Professional Profile**

A highly efficient, ambitious and driven individual with a strong knowledge of Company Law, Construction Law and Anti-Money Laundering, and 4 years' experience in a busy office environment. Currently working in the construction industry as a Junior Compliance Manager.

## **Academic Qualifications**

**2020:** FE-1 examinations passed – Criminal Law, Company Law, Contract Law and Law of Tort. (4)

**2020:** Construction Law Diploma – City Colleges – Distinction

**2019:** Anti-Money Laundering Diploma - City Colleges - Distinction

**2016-2019:** LLB (Hons) (Part-Time) Law - Dublin Business School - 2:2 (59%)

**2013:** Leaving Certificate - Heywood Community School, Ballinakill, Co. Laois - 460 points

## **Relevant Work Experience**

### **September 2020 – Present: PMA (Services) Ltd**

#### **Junior Compliance Manager (June 2021 to Present)**

**Key Responsibilities:** Assisting with tender returns, drafting risk assessments and method statements for projects, reviewing contracts, ensuring internal policies and procedures comply with health and safety and legal standards, drafting and submitting applications for payments to clients, purchasing materials for projects and managing project budgets.

#### **Office Administrator/PA (September 2020 to June 2021)**

**Key Responsibilities:** Providing administration support to the managing director whilst assisting the project managers with tender returns, diary management, organising documentation and any outgoing correspondence from the director, purchase orders, scopes of work, Microsoft Projects and quotes.

### **May 2018 – July 2020: Company Bureau Formations**

#### **Company Secretarial & Compliance Officer (September 2019 to July 2020)**

##### **Key Responsibilities:**

- Compliance Officer – Ensuring compliance with Anti-Money Laundering legislation, carrying out background checks on prospective and existing clients, conducting risk management investigations, updating any policies and procedures, conducting staff training and submitting Suspicious Transaction Reports (STR).
- Company Secretarial Officer – Filing and drafting documentation for share allotments, transfers, redemptions, creating new share classes, constitutional amendments, re-

registrations, six-month and annual returns, drafting meeting minutes, written resolutions and any other CRO filings.

- Data Protection Officer – Conducting staff training for GDPR, handling any potential GDPR breaches, and ensuring that the company’s policies and procedures are adhered to.

### **Company Secretarial Administrator (May 2018 to September 2019)**

**Key Responsibilities:** Company formations, carrying out Anti-Money Laundering reviews on clients, carrying out general company secretarial work (change of directors, secretaries, addresses), providing support to the company secretarial and formations departments and providing support to clients on any company secretarial matter.

### **March 2017-May 2018: Customer Service Administrator for the Teaching Council of Ireland**

#### **Professional Standards Department:**

**Key Responsibilities:** Providing administration support to the department, the higher executive officers and the case officers, which included organising documentation and any logistical arrangements for the Investigating and Disciplinary Committee meetings. Assisting the case officers with their incoming and outgoing correspondence, maintaining and updating case files using Evolve, and taking minutes at department meetings and Investigating Committee meetings.

#### **Garda Vetting Department & Registration Renewals:**

**Key Responsibilities:** Providing administration support to the Garda Vetting and Registration Renewal departments, which included any basic administration duties such as scanning, filing, data entry, and organising incoming and outgoing correspondence.

## **Skills and Achievements**

- Positive and friendly demeanour with a high level of professionalism and integrity.
- Exceptionally high-level of attention to detail and strong legal research and analytical skills.
- Highly adaptable to different working environments.
- Excellent level of IT skills, with a high level of proficiency in Microsoft Office.
- Exceeds expectations whilst under pressure and with limited supervision.
- Secretary of the Law Society in Dublin Business School during year two of college.

## **References**

- Available on request