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| Emma Thomas  |  | | --- | |  | | emmathomas1902@gmail.com | |  | | 085 218 4560 | |  | | <https://www.linkedin.com/in/emma-thomas-88a058208> | |  | | About ME A proven hardworking an diligent employee with great initiative and communication skills. Works well in pressurised environments and enjoys taking on new tasks. Excellent computer and IT Skills with extensive knowledge of multiple different sytems. | | Awards & Achievements  * Kinia Reading Buddy Programme * Public Access to Law Criminal Mock Trial Competition * DCU Career Mentorship Programme | |  | |  | | --- | | ExperienceCompliance iNTERNKKR Credit Advisors (Ireland) Unlimited COmpanyJune 2021 – June 2022 **Key responsibilities:** Ensuring that each of KKR’s regulated entities remain compliant within a legal and regulatory environment. Assisting with monitoring and reporting to compliance and senior management, implementing both global and European policies and procedures as relevant. Maintaining an accurate record of all relevant information needed to prepare quarterly board reports for management.  **Skills gained:** Motivation and the ability to be proactive, effective communication skills and the improved ability to use written communication skills for report writing and analysis, consistent attention to detail, ability to manage various issues and projects in a fast-paced environment. Imports/Customs clearance clerkips groupage servicesSept 2018 – May 2021 **Key responsibilities:** Management of Customs Clearance process from beginning to end, setting up manifests on Azyra system, managing customer relationships globally (China, America, India etc.), filing, invoicing.  **Skills gained:** Working effectively as part of a team, ability to take initiative, customer service skills, completing tasks in a scheduled time frame, working under pressure, effective implementation of directions given. Work experiencehayes & mcgrathMay 2018 **Key responsibilities:** Reading over cases, discussing different approaches to cases, overseeing court hearings, overseeing settlement talks, sitting in on meetings with clients.  **Skills gained:** Experienced working in a high-pressured environment, inputting my opinion on situations, gained the ability to listen and adopt other ideas, more confidence in my ability to input into a situation. EducationbACHELOR OF aRTS: jOINT hONOURS (lAW & hISTORY) – Dublin City University (September 2019 – Present): I am currently studying a Joint Honours degree in Law and History. I received a 2.1 grade in 1st and 2nd year & completed my 3rd year INTRA placement in KKR Dublin. I am in my Final Year and hoping to graduate with a 2.1 or higher. Leaving certificate – Manor House School Raheny(Graduated May 2019): I completed my leaving certificate in Manor House School Raheny and received 7 honour grades (420 points) in the exams. | |