# JACK O'CONNOR

# **Curriculum Vitae**

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# **EDUCATION**

2022-Present	FE1 Exam Candidate (4 exams passed, 6 exams sat)
2013	LL.M, European Law, Leiden University, Leiden, the Netherlands
2010	Bachelor of Commerce (Law Major), University College Cork, Cork

# CAREER

# April 2022-April 2023

## English Language Tutor, Buenos Aires, Argentina

#### June 2021-February 2022

#### Banking Adminstrator (Contract), AIB, Cork

- Produced and validated loan documentation that was compliant with credit decision summary approval, regulations and lending policies and procedures.
- Analysed and interpreted lending related documents and reverted to Relationship Managers outlining clarifications to be reviewed and errors to be corrected.
- Liaised with Relationship Managers and Solicitors (internal and external) to ensure loan documentation was produced in full compliance with all relevant governance requirements and bank policies.
- Monitored and controlled a portfolio of cases by managing workflow daily operating against challenging targets in a fast-paced work environment.
- Managed and tracked cases to ensure condition precedents and security requirements outlined in the credit approval are fully complied with.

#### December 2019-May 2020

# Accounts Receivable Analyst (Contract), Apple, Cork

- Ensured that all payments due were received on time and correctly allocated to customer accounts.
- Contacted and maintained consistent follow up with overdue customers.
- Ensured timely and accurate account reconciliation.
- Undertook bi-weekly Metrics Reporting.
- Supported escalations to the Credit Team.

#### July 2019-December 2019 Cash Application Specialist (Contract), Morgan McKinley, Cork

- Responsible for applying a large volume of incoming domestic and international payments to customer accounts on SAP in an accurate and timely manner.
- Oversaw and ensured the smooth transition of the Cash Application process to a new team set up in India.
- Resolved any unidentified, unapplied, on account or partially applied payments within set targets.
- Ensured that any queries & information requests from customers, internal stakeholders or auditors were promptly responded to.
- Investigated and resolved unapplied items with a view to ensuring any applicable items were refunded.

## Aug 2016-February 2018 Portfolio Operations Administrator, Mackenzie Investments, Toronto

- Processed beginning cash balances & verified foreign terms/balances to ensure the foreign money market was closed within strict time-sensitive deadlines.
- Ensured timely reconciliation of cash projections on Mackenzie managed accounts by reviewing financial analysis systems & statements.
- Reported & input security trades, FX deals and term loans on cash management blotters.
- Utilized Bloomberg terminals to verify and execute pricing analysis for International and North American security prices based on market data trends.
- Identified and reviewed discrepancies with dividends to ensure information matched with Bloomberg.

#### June 2015-June 2016

#### Client Associate, Clearstream, Cork

- Identified reconciliation breaks and instructed the proper department on the corrective action to be taken.
- Input and validated all statements and prices relating to external positions and rectified any resulting errors.
- Investigated and followed-up on all overdue statements.
- Processed incoming transfer requests from clients and responded to all related client queries.
- Ad-hoc administrative tasks as and when required.

## June 2014-May 2015

## Health Claims Adjudicator, Abtran, Cork

- Set up and processed health insurance claims.
- Database management logged claims onto a system which required accurate data entry and a high level of attention to detail.
- Detailed examination of claims; looked for inconsistencies or errors and highlighted them to the relevant party.
- Escalated any issues which could not be resolved and assigned to the appropriate party.
- Requested further information from Service Providers to resolve any issues with the processing of a claim.

**January-December 2014**: National Convention Co-Director and Board Member, Junior Chamber of Ireland, Cork (Voluntary role)

July-August 2012: Legal Intern, Peter Quigley & Co Solicitors, Cork, Ireland

January 2011-January 2012: Working Holiday Visa, East Coast, Australia

April-September 2009: Tax Intern, Ernst & Young, Dublin, Ireland