

JACK O'CONNOR

Curriculum Vitae

49 Lime Trees Road East, Maryborough Estate, Douglas, Cork, T12 DYX3
(083) 8904182 - jack.oconnor@live.com

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 Administrator (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.

