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| Email: [lorrainehearne@hotmail.com](mailto:lorrainehearne@hotmail.com)  Telephone: +353 (0)85 842 1047 |
| Address: 55 Leinster Park, Harolds Cross, Dublin 6W |
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**EDUCATION**

2014-2015 **Institute of Banking (University College Dublin)**

Professional Certificate in Financial Advice

**National University of Ireland, Galway**

2009 - 2010 Bachelor of Laws (LL.B) - 1:1 Honours

2006- 2009Bachelor of Corporate Law (B.Corp) - 1:1 Honours

**EMPLOYMENT HISTORY**

Dec 2013 - Present **Invesco Limited, 2 Sandyford Business Centre, Dublin 18**

Jan 2014 - Present Legal Executive

* Drafting and reviewing deeds, engagement letters, trust documentation and terms of business.
* Reviewing Pension Adjustment Orders (PAOs) on behalf of pension Trustees before ruling in the Family Law Courts.
* Resolution of queries from Employers and Trustees in respect of scheme transfers, company reorgansiation and mergers.
* Committee Secretary for Invesco’s sister trustee company - ILP Pension Trustees Limited (ILP).
* Reviewing risk management and trustee annual reports.
* Assisting in dispute resolution involving employers and trustees.

Dec 2013 - Jan 2014 Pension Administrator

* Personal financial service administration, involving the resolution of client queries, liaising extensively with Brokers and Life Assurance Companies.
* Administering the retirement of personal pension benefits and calculation of tax free/taxable lump sum entitlements.
* Preparing Annual Valuations in respect of individual clients.
* Processing pension contributions, fund switches and disinvestments for personal and executive schemes.

Aug 2013 - Nov 2013 **CHU Underwriting Pty Ltd., Milson’s Point, Sydney, NSW**

Claims Administrator

* Assisted in the management of claims under Residential, Commercial and Community Title.
* Liaising with Assessors and Loss Adjusters.

**F**eb 2013 - Jun 2013 **Suncorp Insurance -** 601 St. Kilda Rd, Melbourne, VIC

Client Manager (National Event Response)

* Processed private home insurance claims from notice of loss to final settlement, with authorisation to issue payments, within specific monetary limits.
* Logically analysed building repair assessments, engineering and restoration reports.
* Liaised extensively with policyholders, assessors, repairers, and adjusters in the determination of liability.

Jul 2012 - Dec 2012 **Suncorp Insurance -** 266 George Street, Brisbane, QLD

Claims Manager - (Commercial Motor Insurance)

* Proactively managed brokered motor claims for a variety of small/medium enterprise clients from lodgement to settlement - liaising with policyholders, repairers, brokers, assessors and other stakeholders.
* Utilised multiple systems and databases to progress claims, while exceeding specified daily targets.
* Maintained consistently high levels of customer service, ensuring all stakeholders were constantly informed.
* Assisted internal Consultants with Third Party Recoveries.

Nov 2011 - Apr 2012 **Allianz Global Assistance** - 74 High St., Toowong, Brisbane, QLD

Case Manager (Overseas Health Care)

* Settled Healthcover claims from cradle to grave, processing payment, using multiple systems simultaneously.
* Liaised and consulted with Healthcare providers and Medical Experts, in the determination of liability.

Nov 2010 - Oct 2011 **Enterprise Rent-a-Car**, Feltham TW14 8NE & Heathrow Airport

Management Trainee/Management Assistant

* Completed the graduate management training programme within 9 months incorporating fast based practical learning and classroom based orientation in business development, marketing, customer service and fleet control.
* Managed customer service desk and the provision of replacement vehicles under Insurance policies.
* Authorised repairs and recovered fleet damage losses.
* Developed my own business accounts and retained prosperous business relationships with local and national accounts.

**SKILLS**

Commerical Awareness **Qualified Financial Advisor (QFA)** - Institute of Banking (Part Qualified)

Completed Modules: Loans, Life Assurance, Pensions & Regulation

I.T. **European Computer Driving Licence (ECDL)**

**PERSONAL ATTRIBUTES**

* Ability to work in a highly pressure environment and carry out complex tasks without compromising attention to detail.
* Exceptional communication & written skills.

**ACHIEVEMENTS & HOBBIES**

Volunteering Various projects in South Dublin

NUIG Alive Project (2010)

Fitness Outdoor adventure including hiking & abseiling

Running, pilates and tag rugby

**REFERENCES** Academic and Professional - Available Upon Request