**Michelle Condon**

Phone: 074 49220228 Email: [shelly\_c\_1@hotmail.com](mailto:shelly_c_1@hotmail.com)

**Personal Profile**

I am a highly motivated individual with experience in a varying array of disciplines. A hard-working, forward thinking and results driven individual, with the drive to succeed. I feel that my experience and combination of business and people skills are assets to any company. I look forward to making a significant contribution with a company that recognises my skills and offers genuine opportunity for progression. I am currently in the process of transitioning back from London and will be based in Rush, Co Dublin.

**Achievements, Competencies & Characteristics**

* Excellent interpersonal and communication skills, with a natural ability to develop rapport and form strong working relationships
* An effective team worker with proven collaborative skills
* Strong analytical and problem-solving skills
* Full clean Irish driving license and own car

**Education & Qualifications**

* 2016 – 2018: BSc Occupational Therapy
* 2010 - 2012: Master of Law - LLM, Middlesex University, London,
* 2006 - 2009: Law Degree - BCL, University College Cork, Cork, Ireland
* 2005 - 2006: Leaving Certificate, Bruce College Cork, Ireland,

**IT Skills**

Proficient in the use of the following IT packages/systems:

* Microsoft Office packages including Excel, Outlook and PowerPoint.
* Oracle 12 & 11i,
* SAP
* Citrix
* Verify
* Rondo
* BNP Banking System
* OCR
* DIDOs
* Ariba Procurement
* Singleview Document Manager & Central Document Manager

**Professional Experience**

**October 2016 to Present – Veracity Education – SEN Assistant (Part-time)**

* Collaborating with teachers and Staff members to ensure unified approach to children’s school and learning experience
* Working within a variety of schools to provide first class special educational needs assistance to all students.

**April 2017 to September 2017 – Eli Lilly Ireland – P2P Financial Analyst (Project Role)**

* Working as a liaison between the project and business identifying needs for finalisation of the project
* Oversaw the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers.
* Working across the finance team both locally and on site to ensure unified completion of sale of UK division
* Collaborating with the disbursements team for smooth project performance and on time payment
* Syncing transactions with the financial controller and ensuring smooth and effective project completion
* Making ad hoc payments & intercompany transfers.
* Reconciling the bank and resolving any queries in a timely manner.
* Continuously working to improve processes of P2P Team – for example lowering exceptional payments levels and aligning division processes where possible.

**March 2015 to September 2016 – Musgrave Group – Accounts Payable Upstream Lead/EDI Project Lead**

* Lead a team of 14 for all upstream processes for the leading retailer – Teams include Manual Keying team, Goods not for Resale, Invoice Matching, EDI, Central Billing, Help desk.
* Ensuring staff are motivated, monitored and measured in line with company targets and performance standards.
* Responsible for ensuring gaps in performance are quickly identified and addressed accordingly
* Liaising with downstream team lead (Payments) to complete smooth crossover of transactions, reviewing and amending rejections, close relationship with colleagues in the G.L department to warrant collective smooth running of the business.
* Arranging and chairing meetings with internal and external employees in order to implement an EDI upgrade.
* Successful implementation of an EDI upgrade for Musgrave GB. Relocated to Musgrave GB division for 6 months – March 2015 – August 2015.
* Working in conjunction with both the AP department and the project team to facilitate change within the department
* Liaising with group directors and senior management on the implementation of the finance upgrade on behalf of my team and the accounts payable department.

**November 2013 to March 2015 – Avery Dennison Ireland – Project Team – Change Management and Training Oracle R12**

* Developed an effective change strategy and training needs analysis for each entity across Europe during Implementation of the rollout of a new financial system for Europe over two waves
* Oversaw all business readiness activities, issues and risks,
* Lead training planning, preparation, logistics, execution and follow-up. Assisting with the update of training material with emphasis on process, technology and ability of end users to do their jobs. Liaising with PTP, RTR & ITC towers for input and clarification. During end-user execution, provide training and produce daily training metrics. Offering up metrics and analysing these metrics with regard to the success of training, communications and monitoring change progress. Managed resistance from all areas of the business, including commissionaires, sites and distribution centres and leadership.
* Travelling extensively throughout Europe facilitating and enabling change and providing hyper care in PTP and RTR processes, Subject Matter Expert – IExpense and Ariba

**May 2012 to November 2013 – Avery Dennison Ireland – Accounts Payable Assistant**

* Governing Avery Dennison transactions globally and ensuring all invoices are booked within the service level agreement.
* Resolving technical issues raised by other Avery Dennison provisions along with miscellaneous non-routine projects such as accurate and timely billing of customers and vendors and data entry completed within service level agreement.

**January 2012 to May 2012; Intercall Management, Cork – Customer Service Associate**

**March 2011 to July 2011; Buyagift Ltd, London - Customer Service Associate**

**September 2009 to September 2010; Amazon.co.uk, Cork – Customer Service Associate**

**References Available upon Request**