

Rosanna McComish

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Profile

Commercially experienced and meticulous professional with an ability to work in a high pressure environment. Possesses a high degree of accuracy and attention to detail in documentation and recordkeeping and is adept in communicating with Senior Management, clients and key stakeholders.

Education

MSC MANAGEMENT AND GOVERNANCE | ULSTER UNIVERSITY | GRAD ICSA

- September 17 – Present
- Part-time enrollment, Dublin Campus

MSC COMMUNICATION, ADVERTISING & PR | ULSTER UNIVERSITY

- September 15 – September 17
- Achieved: **Distinction**

BSC LEISURE & EVENT MANAGEMENT | ULSTER UNIVERSITY

- September 12 – July 15
- Achieved: **First Class Honours**

Experience

CONTRACTS MANAGER | AIRBUS FINANCIAL SERVICES | MARCH 19 – PRESENT

- Monitor, check and manage lease/purchase/sale stipulations and requirements as well as track critical events, in line with the terms of the agreement and policies and procedures, in order to ensure compliance with the various aircraft agreements (Lease, Sale and Purchase); Prepare ancillary legal documents and correspondence such as draft relevant Conditions Precedent in line with the terms and conditions set forth in the contract and the policies and procedures; Interact with airline clients, check and prepare certain Conditions Precedents (CPs) and reconcile any outstanding receivables, as outlined in the contract and per the policies and procedures, in order to ensure delivery and redelivery of aircraft in accordance with the contractual agreements.

ASSOCIATE, COMPANY SECRETARY | DMS GOVERNANCE | AUG 18 – MARCH 2019

JUNIOR ASSOCIATE, COMPANY SECRETARY | DMS GOVERNANCE | NOV 17 – JULY 18

- Demonstrate excellent written and organisational skills in the preparation and attendance of client board meetings; independent liaison with clients and services providers; develop exceptional knowledge of corporate regulation and legislation specifically within investment funds; oversee on-going statutory filings and reporting deadlines; and manage a broad portfolio of different entity types in a number of jurisdictions.

FOUNDER & MANAGER | COOK IT FRESH | AUG 16 – NOV 17

- Demonstrated sound commercial awareness and strong business acumen skills through the founding and development of a meal-kit distribution service; demonstrated meticulous organisation and management skills through the creation and running of an e-commerce platform, and general logistics

including financial and budgetary management, customer databases, health and safety and supplier relationships; and quickly established myself as an enthusiastic and flexible professional in developing a marketing plan through a social media network, content creation and brand communications.

SPRINT PROGRAMME | ENTREPRENEURIAL SPARK | FEB 17 – APRIL 17

- Developed an entrepreneurial mindset after being awarded a place on the Sprint Programme at the Belfast Hub; and validated and progressed a business concept through an intensive three-month boot camp which included market research, testing, application of frameworks including the Business Model Canvas, networking conferences and pitching competitions.

CORPORATE EVENT MANAGER | HAMILTON 7 KIRK | DEC 12 – DEC 16

- Demonstrated excellent leadership and management skills in the recruitment, selection and coordination of employees and exceptional organisational skills during the management of prestigious events throughout Ireland including the Lord Mayors Inaugural Dinner at Belfast City Hall, the Royal visit at Hillsborough Castle, the Assembly Investment Conference at Stormont Parliament Buildings and Race Meetings at Down Royal Racecourse; and demonstrated ability to build longstanding business relationships with key stakeholders through strong interpersonal and communication skills.

EVENTS TEAM | COCA-COLA | DEC 14 – DEC 16

- Developed leading brand communication skills through activating the company's sponsorship, promotions and commercial initiatives to the highest standards in assisting to build the profile and reputation of the company across Ireland; and demonstrated key planning and budgetary management skills throughout the event organisation process.

CORPORATE EVENT MANAGER | GUS COMMERCIALS | FEB 16 – JULY 16

- Exhibited strong intuition and creative flair during the sole planning, organisation and management of a ten-year corporate anniversary event for over five hundred guests; and demonstrated exemplary time management skills in balancing this role with my other roles during my Master's degree.

Skills & Abilities

ADMINISTRATION SKILLS

- Maintained an excellent reputation for attention to detail and record keeping throughout professional work experience through proficient use of Microsoft Office in maintaining compliance documents, monitoring and tracking reports, drafting documentation and professional correspondence.

INTERPERSONAL SKILLS

- Successfully demonstrated exceptional interpersonal skills in building long lasting and mutual beneficial relationships with both clients and coworkers alike throughout my professional experience.

RELATIONSHIP MANAGEMENT

- Significantly succeeded in developing excellent relationship management skills during my role as Company Secretary which requires me to communicate on a daily basis with a number of Boards of Directors, Senior Management and various external service providers.

References available upon request.