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| **Ross Fitzsimons** |  |
| Contact Details  Email: rossfitzsimons20@gmail.com  Mobile: +353876613369 |

**Brief Summary**

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| All FE1 exams passed. A variety of experience as a Company Secretary within financial services, including, investment funds, corporate and banking. With a proven record of delivering exemplary corporate governance to clients. A self-motivated and highly organised professional with a knowledge of corporate governance and administration, and a working knowledge of the regulatory environment. |

**Education**

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| **Technological University Dublin** | *2021-2022* |
| *Postgraduate Diploma in Law*  Grade achieved - 2.1. | |
| **Waterford Institute of Technology.** | *2017 - 2020* |
| *Criminal Justice Studies.* | |
| Grade achieved – 2.1. | |

**Work Experience**

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| **Bank Australia.**  *Minute Secretary*   * Responsible for attending and drafting minutes for Board and various Executive and Committee meetings within the bank. * Assisted in reviewing, amending, and updating Board policies.   **Maples Group.**  *Company Secretary Senior Administrator, Administrator, Intern, Funds Department*   * Acted as the main point of contact for director and client queries. * Managed a portfolio of Irish, Cayman, and Jersey-domiciled funds while also assisting senior colleagues on a wider portfolio of clients. * Organised, attended, and minuted quarterly and ad-hoc board meetings. * Provided a full range of company sectorial services which included tracking compliance, maintaining statutory regulations, and filing annual returns and statutory forms. * Prepared and submitted necessary filings with the Companies Registrations Office and Central Bank of Ireland. * Solved governance issues through research and investigation and advised accordingly. * Provided day-to-day support for various stakeholders and service providers promptly. * Liaised with legal counsel on a day-to-day basis on behalf of clients.   **MSR-FSR Managed Engineering Services.**  *Quality Control Officer*   * Maintained and created various reports which included shipping, quality control, and stock control reports. * Performed quality control-related duties and was responsible for ensuring products met the high-quality standards expected by customers. * Responsible for handling hazardous materials and was the lead in the management of said materials.   **Tesco.**  *Sales Assistant* | **Melbourne, Australia**  *Jan 2024 – April 2024*  **Dublin, Ireland.**  *May 2022 - Oct 2023*  **Naas, Ireland.**  *May 2020 - May 2022*            **Naas, Ireland.**  *Oct 2015 - May 2020* |
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**Skills**

Communication – Attention to detail – Time Management – People Management – Document Review

Flexible and adaptable – Organisational – Administrative – Corporate Governance -

**Achievements & Award**

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| *SRH University Heidelberg International Week* | In October 2018 I was chosen to be part of 12 students from Waterford Institute of Technology to represent our college in an International Student Week with representatives from twenty colleges from around the world. During this week we participated in group assignments and presentations. My focus module for the week was the “Past and Future of the EU”. |
| *Leinster Development Squad* | After my first season playing rugby, I was chosen to play with the North Midlands Leinster Development Squad which I was a member of for two years. Having only taken up rugby at the age of 14 I was proud to be chosen to play on this squad. |

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**References are available upon request.**