**SHANE DIVILLY 42 Shrewsbury,**

**Shanedivilly1@gmail.com Ballsbridge,**

**085 - 7778524 Dublin 4.**

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| **EDUCATION**  |

**National University of Ireland Galway (NUIG) 2014 - 2015**

• LLM in International Human Rights. (1 Year Full-Time Masters Course). (2nd Class Honours Grade 1)

**National University of Ireland Galway (NUIG) 2010 - 2013**

• Bachelor of Civil Law. (2nd Class Honours Grade 1).

**St. Joseph’s College, Garbally Park, Ballinasloe, Co. Galway 2004 - 2010**

• Leaving Certificate - 490 points. (Top 9.6% percentile in the country).

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| **WORK EXPERIENCE** |

**First Derivatives Plc – Feb 2016 - Present**

* Provided consultancy services to the Financial Services Industry, gaining the necessary skills and knowledge base to assist clients whilst attaining an understanding of both a client’s financial products and the substantive legal areas in which that client does business.

**AIB Dublin June 2018 – Present**

**Analysis and Investigation Official**

* The Project centered on the Rectification and Restitution of the tracker mortgage issue that caused disadvantage to customers within the bank. The project was performed as part of an industry wide investigation into the tracker mortgage issue.
* Performed duties as an integral member of the team throughout all aspects of the project including; customer identification, rectification of accounts, and drafting of customer letters.
* Recast loan accounts which were deemed to have been affected in order to determine the overcharge in both mortgage charges and interest payments. This was then analysed and assured by KPMG.
* Liaised promptly and efficiently with KPMG in order to resolve any queries or issue they had.
* Compiled weekly reports detailing the accounts affected, rectification of their tracker rate and the refund to be given which was then presented to senior management.
* Drafted and quality assured the multiple letters which were sent to each customer detailing the issue, actions that have been taken to correct the issue and the amount to be refunded to the customer.
* Conducted work in accordance with a strict deadline imposed by the Central Bank of Ireland

**State Street Corporation October 2016 - Present**

**Anti-Money-Laundering Specialist**

* Worked as an integral part of the Remediation Team in effectively and efficiently bringing all active Customer & Account files up to the latest AML/KYC Documentation Standard. This involved ensuring adequate corporate governance and risk management practices were in place to properly manage and mitigate AML and sanctions operational, reputational and strategic risks.
* Operated at the forefront of a new business implementation model. This mandate consisted of directing relationship managers’ globally on current AML requirements and reviewing the information provided by them with the goal of verifying each customer from an AML perspective.
* Coordinated work with relationship managers from North America, Asia and Europe to meet tight deadlines to ensure fund launches were not delayed.
* Worked as part of the Periodic Review Team, responsible for re-reviewing Clients AML profiles after a specific timeframe depending on their risk rating, ensuring that their documents were in accordance with the latest regulatory requirements and for filling any gaps in the Customer Profile.
* Performed Quality Control and Quality Assurance processes on other team members’ work, whilst always attempting to implement the lessons learned from such reviews to my day-to-day work.
* Provided training to new members of the Periodic review team, which included both First Derivatives and StateStreet staff. Conducted training via WebEx for the team spanning Ireland and the U.S, which focused on improving particular areas of the Periodic Review process.
* Requested by management to work as part of a 3-person Internal Testing team. The team was responsible for examining a specific percentage of verified Cases each month, which had been completed by both the Periodic and New Business Teams, to ensure correct processes had been followed and all regulation complied with.
* Independently drafted a “Step-by-Step” guide to aid the Business Unit when conducting vital elements of their review of each fund. This had been highlighted during Internal Testing, as an area that needed improvement. Senior Management subsequently circulated the document to teams across Ireland, the U.S and Asia.

**Capita, Dublin April 2016 – June 2016**

**Asset Services**

* Worked independently within Anti Money-Laundering and KYC operations. Responsible for acquiring specific AML/KYC documentation in respect of purchasers of assets. This involved liaising with receivers and sales agents to secure such documentation.
* Drafted advisory notes for case managers from the Debt Solutions team. Advisory notes included those concerning asset sales, insurance funding requests and the assignment of asset sales representatives.
* Produced an Excel based Weekly Sales Pipeline Report for a major portfolio’s enforced asset log. The report tracked the portfolio’s assets transition between stages in the sales process and compared the disposal price achieved against the business plan figures.
* Carried out multiple Ad – Hoc requests which required a high level of both Excel and reporting skills. The reports were then presented to senior management of Capita and Cerberus.
* Developed and populated a new IP template used to track assets relevant to each receiver. The templates were then sent to each receiver in order for them to detail key information on each asset before returning them to our team.

**Ulster Bank, Belfast March 2016 – April 2016**

**Portfolio Disposal Management – Business Analyst**

* Worked within the Non-Core division of Ulster Bank. The Non-Core program is central to Ulster Bank’s strategy of reducing its balance sheet, stabilizing funding and lowering its risk profile within its global presence.
* Gathered data efficiently including collating and scraping data not held in structured format in client systems and from current system extracts, as well as data collection exercises with staff.
* Managed data effectively, specifically data review, validation, cleansing, formatting and extract creation.
* Liaised between RM’s, external solicitors and senior managers with various queries.
* Ensured data presentation including the returning of portfolio information to bank stakeholders.

# Office of the Attorney General, Dublin July 2015

**Intern**

* Gained an indispensable insight into the practical functions of the Attorney General, the Advisory Counsel to the Attorney General and the Parliamentary Counsel to the Government.
* Worked within a group of 7 members of the Advisory Counsel, attending weekly meetings to discuss relevant legal developments and plan upcoming work.
* Analysed cases involving litigation, advisory matters and legislative drafting and drafted memos for group members detailing my views on such matters.
* Carried out research and wrote reports on legal issues of importance to the work of the group.
* Attended at both High Court and Supreme Court hearings on behalf of the Office and subsequently made reports to the Office on case developments.
* Attended various consultations on behalf of the Office, to discuss case developments with client Departments and other relevant parties.

# CarryOut Off-Licence Ballinasloe January 2008 – February 2016

**Sales Executive**

* Managed stock levels and was responsible for both ordering stock and checking

 deliveries.

* Responsible for the internal control and accountability of day to day transactions.
* Dealing with large quantities of money on a daily basis and making lodgements to the bank.
* Came up with innovative ideas which would prove to boost the business' sales and popularity including the

 Organisation of raffles and competitions.

**Medtronic, Galway** **September 2013 - April 2014**

**Machine Operator**

* Consistent attention to fine detail when both spraying and weighing stents which were to be shipped

 around the world for use in hospitals.

* Trusted with greater responsibility by my supervisor in a short period of time by being trained on several

 Work-steps.

* Constantly met deadlines required of me so as to ensure the products were ready for packaging.
* Joined the innovation committee tasked with introducing innovative ideas to the company to increase cost

 efficiency, product quality, and make changes to improve the conditions in the workplace.

**Fair and Murtagh Solicitors, Ballinasloe January - May 2008**

**Intern**

* Gained an invaluable insight into the life of both a solicitor and barrister.
* Attended numerous District Court hearings gaining knowledge of the procedural aspects of the Court.
* Developed strong organisational skills while arranging and filing cases.
* Had the opportunity to examine cases alongside a solicitor.

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| **PROFESSIONAL DEVELOPMENT AND OTHER ACHIEVEMENTS**  |

* Passed 6 FE-1 Solicitor examinations.
* Completed a Capital Markets training program as part of my employment with First Derivatives. The program included modules such as Capital Markets, Financial Theory, Corporate Governance, Trading Instruments, Regulation and Derivatives.
* Language Skills: Quite proficient in German and Irish.
* Proficient in the use of MS Word, MS Excel, MS Outlook, MS Access, MS PowerPoint. Also awarded Distinction in the European Computer Driving Licence Programme.
* Qualified First Aider

# INTERESTS

* Keen golfer with a handicap of 5, as well as strong interests in football and rugby.
* I have a passion for music and currently play the cello and guitar.
* I am a grade VII cellist as awarded by the Royal Irish Academy of Music and have previously played in the National Concert Hall in Dublin.
* I also play guitar and sing with a 3 piece band, playing in numerous pubs around Galway.
* Avid gym-user with a strong interest in physical fitness.
* Travel and experiencing various cultures and languages

# REFERENCES AVAILABLE UPON REQUEST

Kathy McKeever Dr. Shane Darcy

Assistant Vice President Senior Lecturer

StateStreet Corporation Irish Centre for Human Rights

78 Sir John Rogerson’s Quay National University of Ireland, Galway Dublin 2