

Personal Details

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About Me

Currently studying BSc. Hons. Degree in Computer Science & Data Analytics. Year 4.

I am an experienced Financial Executive/Project Specialist with a demonstrated history spanning over 20 years within the Managed Print Services & Pharmaceutical industry, including two startups. I am skilled in Project Management within the Financial Services. I have experience in Robotic Process Automation Projects.

I graduated from DCU 2016 in IT Management. I have a keen interest in Machine Learning and Artificial Intelligence, Social Media Analysis and E-learning.

Demonstrated success record in:

- ✓ Awarded two "Recognition & Reward" Certificates for outstanding contribution to the Process Improvement Projects 2016, 2017
- ✓ Creation of Departmental Finance processes and work flows
- ✓ Process Improvement and Project Coordination
- ✓ Performance Analysis & Reporting, Monitoring, Resolution and Escalation Management
- ✓ Microsoft Office
- ✓ Systems Training
- ✓ Sarbanes Oxley Testing
- ✓ Team leadership

Education, Professional Skills, Personal Development

2018 - 2019	BSc. Honours Degree Information Technology & Data Analytics – IT Tallaght
2016 - 2018	Spanish – private tutor
2012 - 2016	Degree - Management of Information Systems, DCU, Glasnevin, Dublin
2010	Certificate – Computerised and Manual Accounts, (Credit), FETAC Level 5, Loughlinstown
2002 - 2004	Certificate in Pharmaceutical Science, IT Tallaght
2000 – 2001	Teachers Diploma in IT – JEB, (Distinction) Coláiste Íde, Finglas
1997 - 1997	Certificate in Finance, IPA, Ballsbridge
1994 – 1995	Honours Diploma in Marketing, Advertising, PR & Sales, LSB College
1989 – 1990	Certificate in Business Studies, Rathmines Senior College

Professional experience

2013- **XPS Finance Executive**
Xerox Europe Limited, Ballycoolin, Blanchardstown, Dublin 15.

- Created and maintain all work flows within the team for automated processes
- Provided training to new starters within the team
- Responsible for Quarterly Sarbox Testing
- Process data from large data sets
- Provided supporting documentation to stakeholders during e-sap transition
- Responsible for analysis and closure of technical issues
- Prepared and analysed multi country financial accrual database

2010 - 2013 **Computer Teacher (Microsoft office, Open Office)**

Notre Dame Junior School, Dundrum, D.14
Old Bawn Community School, Tallaght, D.24

2004 – 2008

Accounts Payable Team Leader

Xerox Europe Ltd, Ballycoolin, Blanchardstown, D.15

- Managed 11 staff (4 account teams)
- Integrated new SAP system and provided training
- Managed timely reports and statistics
- Ensured compliance for internal and external audit
- Reconciled Purchase Ledger to General Ledger
- Scheduled and facilitated weekly management meetings

2002 – 2004

Documentation Specialist, Drug Product

Wyeth Biopharma, Grange Castle, Clondalkin, D.22

- Ensured all SOP's (Standard Operating Procedures) followed Quality Procedures
- Ensured training plan and execution for SOP's, for all DP staff
- Created and maintained database for all SOP's 300+
- Formatted all documentation for sign off, achieving deadlines

2001 – 2002

Internal Controls Analyst

Xerox Europe Ltd, Ballycoolin, Blanchardstown, D.15

- Translated financial processes for technology consultants and liaised as an interface between technology consultants and the business
- Tested transactional systems and technology business to process, for Punt/Euro changeover
- Prepared training material and provided training on SAP system implementation
- Maintained business resumption plan within the Department
- Continuously monitored the business environment and documented all necessary controls/gaps
- Monitored work flow performance

1998 – 2001

Expenses Team Leader

Xerox Europe Ltd, Ballycoolin, Blanchardstown, D.15

- Managed 7 staff (UK & IRL)
- Responsible for transition and integrity between financial systems
- Prepared all material for testing and sign off, on new SAP accounting system
- Prepared reconciliations for audit purposes
- Scheduled and facilitated weekly management meetings

1990 – 1998

Office of the Revenue Commissioner & Department of Finance