

Executive Summary

I am currently completing my Full Stack Flex Bootcamp with University of Sydney and Trilogy Education, and am looking to secure my first role as a software engineer within the Fintech and IT industries. With my previous experience in the lending and banking industry, I aim to bring professionalism, critical thinking and effective time management to my team. I would like to continue developing my new proficiencies in front-end languages (HTML, CSS, Javascript, jQuery) and Back-end functionalities(Node.js) as well as learn new skills to adapt to my role's requirements.

Education

2020 – Current	University of Sydney/Trilogy Education	Full Stack Flex Bootcamp
2019	Kaplan Professional	Cert IV in Finance & Mortgage Broking
2015 – 2018	Macquarie University	Bachelor of Commerce

Core Skills & Experience

- Visual Studio Code
- HTML
- CSS
- JavaScript
- jQuery
- Node.js
- MySQLWorkbench
- Microsoft Office
- Adobe Creative Suite

Employment

Momenta Group Global – Contractor for Big 4 Bank

July 2020 – Current (Project) – AML Analyst (High Risk Customers)

Anti-Money Laundering Analyst within the High Risk Customer (Financial Crime Operations) screening team (Currently in Training)

Role:

- Conduct regular High Risk Customer alerts, reviewing customer profiles within the CommSee CRM system
- Carry out detailed Transaction Analysis on customer accounts to derive a clear understanding of how customer utilises the group's products
- Screen High Risk Customer against adverse media searches, sanction and embargo and World Check system to ensure they do not pose any reputational risk to the group or are under investigation by authorities
- Effectively make recommendations to request additional information via the Know Your Customer team from the customer, if customer is still considered 'high risk' and when next review should occur

Mar 2020 – July 2020 (Project) – Funding Officer

Assisting with COVID-19 \$250,000 business loan stimulus package Commercial Relief Operations.

- Executing funding requests from document verification team to create customer business loan accounts and credit funds accordingly
- Issue requests to the Business Services linkages team to ensure customer can access newly created loan accounts via online banking
- Regularly assist with periodical remediation tasks to ensure previously funded loan accounts meet standards as per the most current process changes (eg. Collateral management, Offer Confirmation Letter Issuance, Commercial Loan Application Closures)
- Actively volunteered in training of new team members on funding process through live demonstrations and coach-buddy shadowing.
- Regularly assist team leaders and managers with ad-hoc administrative tasks such as team member system access, essential process changes and navigation through CommSee CRM system.

Connect Financial Solutions (June 2018 – March 2020)

Mortgage broking firm specialising in residential, investment, commercial home loans and equipment finance. Actively work with a growing portfolio of clientele including PAYG employees & self-employed professionals to find suitable loan & finance products to meet their needs.

Client Manager Assistant

Assists in daily operations of the business including analysis of client information and financial documents, calculations and critical thinking to determine customer borrowing capacity. Responsible for liaising with customers through the loan application process from application lodgement to post-settlement duties.

- Effectively manage multiple tasks with various deadlines, reorganising work flow and prioritising jobs as necessary
- Critically assess customer financial information & documents and reporting findings to manager in a timely manner
- Collate client information for loan and equipment finance in paper base and online loan applications and process through online CRM systems such as FLEX (AFG).
- Proactively communicate with potential leads, existing clients and business connections via email and phone to maintain consistent workflow.
- Regularly review existing client loan facilities & interest rates to maintain long term customer retention and rapport
- Responsible for administrative duties; ensuring loan document preparation, processes, and file management is compliant with APRA, ASIC & AFCA standards and regulation

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- Completely updated and overhauled spreadsheet including client loan details, interest rates and introduced an automated process to identify potential refinance opportunities for a client portfolio of over \$170M across two business entities
- Developed marketing opportunities through social media site Facebook, maintaining consistent weekly uploads on two company Facebook pages to offer as another customer touch point