**Caitlin Coldiron**

**FDM Consultant**

**Profile**

Caitlin is a Business Consultant with a degree in business management from Generic University. During his time working at BNP Paribas in Paris, he developed proficiency in written and verbal communication, by communicating with personnel on multiple organisational levels via face-to-face, phone calls, and emails; due diligence research; and Microsoft office. He enhanced his adaptability skills by moving to a new and different environment, as well as teamwork by working on multiple teams with people from all over the world. Caitlin has great organisation and administration skills as evidenced by his time spent working as a legal assistant, which included by drafting, organizing, and filing legal documents and solving problems with Excel. These roles also helped him develop time management, teamwork, and planning skills.

**FDM Employment History**

**BNP Paribas, Paris, France December 2018 – April 2020**

*KYC Analyst*

Caitlin worked as a KYC Analyst on the Due Diligence team where he managed a plethora of low, medium, and high-risk client accounts for the bank.

* Created, monitored, and reviewed files for new and existing clients whilst ensuring they complied with the bank’s KYC procedures.
* Executed analyses of clients at Simple, Regular, and Enhanced Due Diligence levels in both Financial and Corporate institutions.
* Evaluated clients with adverse media, PEPs, and Sanctions and their risks to the bank.
* Utilized applications such as GCARS, MAOS, Fenergo, and SWIFT to analyse various aspects of the KYC process as they pertained to the bank’s clients.
* Improved leadership traits by training co-workers on the Due Diligence processes of the bank.
* Developed communication skills by liaising with teams from various parts of the world.

**FDM Training**

**FDM Academy, London**  **October 2018 – November 2018**

Caitlin has completed the Risk, Regulation and Compliance programme. This programme included the following modules:

1. **Professional Skills** including presentations & written communications;
2. **Structured Query Language** including database manipulation;
3. **Excel including VBA**, Solver, Aggregate Functions, Nested If statements, V-Lookups;
4. **Business Analysis Introduction** including Stakeholder Management, BPMN, Financial Appraisal, Requirements documentation;
5. **Financial Industry Awareness** including Debt Instruments, Equities, Taxation, Derivatives, Investment Funds & Financial Markets;
6. **Regulation and Compliance** including International Regulatory Environment and Bodies, Statutory Regulations Money Laundering, Dodd Frank, MiFID II, Due-diligence, & KYC;
7. **Risk Management** including Basel Accords, Market & Credit Risk;
8. **Sign Off Week**

**Previous Employment History**

**National Litigation Law Group, Oklahoma City, USA May 2017 – March 2018**

*Legal Assistant/File Clerk*

* Based in the litigation department, oversaw filings and documentation for five attorneys.
* Developed planning and time management skills by recognizing, noting, and preparing for important due dates and deadlines.
* Increased organisational, administrative, and Microsoft office skills by drafting, organizing, and filing legal documents for multiple attorney teams.
* Enhanced verbal and written communication skills by communicating with personnel on multiple organisational levels via face-to-face, phone calls, emails, and letters.

**Intramural Sports Office, Stillwater, USA August 2016 – December 2016**

*Sports Official*

* Refereed multiple games in various sports: American football, football, volleyball.
* Improved organisational and planning skills by preparing fields and/or courts for play. Overseeing the games, including keeping track of score, time, and any disciplinary issues.
* Enhanced communication skills and assertive strength by effectively communicating with competitive and emotional players as well as other officials/referees.

**Complete Well Concepts, Norman, USA May 2015 – August 2015**

*Financial Assistant*

* Shadowed and assisted CFO on daily duties and events.
* Enhanced administrative and analytical skills by reviewing and recording company financial transactions. Crosschecking and verifying financial activities and accounts.
* Acquired knowledge of financial software QuickBooks.

**The Southwestern Company (TSC), Nashville, USA May 2014 – August 2014**

*Sales Associate*

* Sold educational products to families with children aged 1-18.
* Improved analytical skills by researching and approaching over 3000 families from various socioeconomic backgrounds.
* Established business success skills, such as scheduling, positive attitude, goal setting, and personal motivation, evidenced by $3,000 in sales and receiving the ‘Commitment’ award.
* Increased adaptability skills by moving to a different state and adjusting to a new community

**Education**

**Generic University August 2012 – May 2017**

**Business Management, 2:1**

Dean’s Honour Roll

Modules included: Business Administration, Business Communication

**Further Qualifications:**

Prince2 Foundation Certification

**Other Skills:**

Microsoft Office

**Interests and Activities**

Caitlin loves working with kids and often volunteers at organizations that help young children, including volunteering at a camp for fostered children. This helped him improve his leadership and motivational skills.

Caitlin loves drawing; he has been drawing from a young age. It has helped him develop his creativity, artistry and attention to detail. He has been a part of and captained multiple American football teams, which helped him develop a competitive nature that drives him to get better every day.