



## Catalin Bondari

Capital Markets Compliance

### CONTACT



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<https://www.linkedin.com/in/catalinbondari>



<https://catalinbondari.github.io/eportfolio-website/>

### SKILLS

- Relationship Building
- Analytical
- Communication
- Team Management
- SQL, Python
- Project Management
- Adaptability
- Professional Development
- Resilience

### EDUCATION

#### Qualified Financial Advisor

- APA Designation
- Successfully completed 4 out of 6 examinations.
- Remaining 2 are due for completion in September.

## PROFILE

**Capital Markets Compliance professional** with direct experience at **J&E Davy**, specialising in **regulatory controls, process automation, and data-driven decision-making**. Second Class Honours in **Business Studies with Data Analytics**, skilled in **Power BI, Python, Power Automate, Excel** and process innovation. Proven in **building strong relationships, leading teams, and managing complex operations for international clients**. **Multilingual** (English, Romanian, Russian), **highly adaptable**, and **aspiring to pursue the CFA**. Ready to **drive client success and business growth** within Davy's **Institutional Equity Sales team**.

## EXPERIENCE

### Capital Markets Compliance Associate

#### J&E Davy

- **Monitored for trade abuse and insider dealing** using **LiquidMetrix Trade Surveillance** and **Figaro**.
- **Automated Takeover Panel** website updates using **Power Automate**.
- **Initiated process automation** and cross-functional collaboration across Complaints, HR, and business areas.
- **Managed staff dealing inbox and controls via My Compliance Office** as main point of contact.
- **Developed automated MI reports with Power BI** for data-driven decision-making.
- **Lead at Bloomberg Vault electronic communication monitoring** and in charge of **recalibration**.
- **Streamlined Gifts & Entertainment processes** and **automated monitoring with Power BI**, ensuring transparency.

### Office Manager

#### Apollo Language Centre

- **Managed Sutton Apollo Language Centre** an International School of more than 200 students.

## Dublin City University

- **2.1 honours**
- Class Representative
- Python, SQL, Data Mining
- **Predictive Analysis**
- **JavaScript Algorithms** and **Data Structures** diploma at freeCodeCamp.

## Marian College Secondary School

- **Achieved a total of 556 CAO points**
- Class Captain
- Academic Award
- Scholars Ireland Award
- **Marist Leader**
- **Student of the Year**

## REFeree

- Ciaran Rogers **Chief Compliance Officer** at J&E Davy -  
ciaran.rogers@davy.ie
- Colm O'Sullivan **Head of Compliance Capital Markets** at J&E Davy -  
colm.osullivan@davy.ie
- Elaine Smith **Human Resources Business Partner** at J&E Davy -  
elaine.smith@davy.ie
- Aoife Govern **Co-founder** at Apollo Language Centre -  
aoife@apollolanguagecentre.com

**Reference Letters provided upon request.**

- **Leveraged Fidelo**, a cloud-based educational management system, to **streamline bookings and activity scheduling**.
- **Collaborated** with **Apollo senior management** and **school principals** to ensure seamless centre operations.

## Activity Manager

### *Apollo Language Centre*

- **Organized top-rated activities** for **1200+** international students.
- **Led a team of ten Activity Leaders**, recognised for outstanding leadership.
- **Top-performing Activity Manager** in Apollo's history.

## Activity Coordinator

### *Centre of English Studies*

- **Led student tours** and **managed group of up to 50 students**.
- **Organised activities**, school shops, and community announcements.
- **Planned and executed large-scale school events** using MS Excel.

## Interpreter and Translator

### *Accord Translations*

- **Strong interpersonal skills**.
- **Accurate translation** of documents and speech, maintaining tone and meaning.
- **Ensured confidentiality** of translated information.