

Personal Details:

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Date of Birth: 16/06/1993
Nationality: Irish

I am currently living in Dublin working within the Capital Markets division within Vistra as an operations manager. My background is in finance particularly within CLO's, SMA's and debt funds. However in the last year I have also taken on an intensive approach to learning software development and the technology surrounding it as I believe it is critical for the development of capital markets and world of finance in general.

Most Recent Work:

1. **Company:** **Vistra**
Position: Operations Manager (May 2021 - Present)
 - *Understanding credit agreements and loan event scenarios*
 - *Creating Microsoft PowerApps*
 - *Building client dashboard with Microsoft PowerApps*
 - *Presenting and demonstrating to clients*

2. **Company:** **Virtus Partners**
Position: Operations Analyst III (Sept 2020 – March 2021)
 - *Training in junior team members*
 - *Signing off on the work of junior team members*
 - *Assisting in the absence of the associate director*
 - *Weekly meetings with clients to ensure trade progression is on track*
Position: Operations Analyst II (Oct 2018 - Sept 2020)
 - *Reviewing clients trade data that feeds into our CDO Suite platform.*
 - *Contacting trade counterparties to begin the trade settlement process.*
 - *Reviewing trade settlement documents such as Confirms, Assignment agreements, Pricing Letters, Funding Memos and Multilateral Netting Agreements.*
 - *Liaising with agent banks to confirm syndication loan details, paydowns, rollover of contract information on creditors.*
 - *Coordinating settlement dates to exchange commitment for the cash amount.*
 - *Instructing the trustee banks of the different funds to remit/receive cash on settlement dates.*
 - *Generating weekly reports for the client to show the current stage each trade is at in its life cycle until the final settlement date.*
 - *Weekly meetings with Virtus corporate clients to give updates, progress reports.*

Position: Operations Analyst I (Jun 2018 - Sept 2018)

- *Analysing breaks in cashflows for various funds.*
- *Liaising with middle office to ensure our interest payments are correct.*
- *Reconciling the differences in incoming wires vs projections.*
- *Supporting the client service team with adhoc issues.*

3. Company: Global Asset Management

Position: Dealing administer (June 2017 to June 2018)

- *Executing subscriptions and redemptions for GAMs fund range on the behalf of their clients via the Multifonds platform*
- *Providing customer support for matters of client commitment positions, trade and settlement dates*
- *Generating duplicate trade reports and flagging duplications to the department manager before they became realised*

Skills and Competencies:

- Computer programming languages include HTML, CSS, Python, JavaScript, Microsoft's PowerApps.
- The ability to work in a deadline driven environment.
The ability to work effectively being independent or as part of a team when needed.
- The ability to communicate effectively within all levels of an organisation.
- Attention to detail

Education:

Third level:

- Code Institute Diploma in Full Stack Software Development (2020)
- DCU Bachelor of Business Studies specialising in finance 2nd Class Honours (2014)

Second level:

- St Peter's College Wexford (2012)