

# Patrick Drake

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## PROFILE

Results-driven professional with nearly three years of experience in capital markets and investment banking, eager to transition into an administrative role. Known for exceptional interpersonal skills, creative problem-solving, and a track record of enhancing financial data quality and software system performance. Customer-focused with a diverse background in technical and service-oriented roles, passionate about providing excellent administrative support, and eager to contribute to a vibrant office environment. Possess an analytical mindset with the ability to dissect complex processes and identify root causes, bringing a unique perspective to administrative operations.

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## SKILLS

Programming, Analytics, MS Office (Word, Excel, PowerPoint), Effective Communication, Creative Problem Solving, Prioritizing Tasks, Schedule Management, Document Organization, Attention to Detail, Capital Market Knowledge.

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## EXPERIENCE

### Consultant, Data Engineer | First Derivative/HSBC

Oct 2021-Apr 2024

Hired as a graduate software developer and progressed to consultant through roles from analyst to senior analyst by completing a capital markets graduate program. Excelled on client site with the HSBC Fixed Income team. I played a critical role in delivering customized solutions to the rates and credit desks at a major banking institution. My responsibilities included designing and implementing tailored data solutions, managing and monitoring data pipelines to ensure high data quality, and regularly monitoring system stability to promptly resolve issues.

- Excelled in understanding and addressing client needs, ensuring high satisfaction.
- Worked effectively within team environments, transitioning smoothly between projects, akin to collaborating with staff in a busy setting.
- Developed strong skills in understanding and analyzing business processes.
- Collaborated with traders and analysts on the trading floor to understand and address complex requirements.
- Utilized strong analytical skills to dissect complex processes and identify root causes, improving overall efficiency and performance.
- Gained extensive exposure to capital markets operations, enhancing understanding of financial instruments and trading processes.
- Managed projects through jira boards, applying SDLC and agile methodologies.

### General Assistant (Bakery and Produce Departments) | Tesco Grocers

Dec 2019 - June 2021

- Product Knowledge: Developed a precise understanding of bakery and produce items, ensuring the correct handling and presentation of fresh and frozen foods.
  - Safety Procedures: Adhered strictly to safety and hygiene protocols when working with frozen foods and fresh produce.
  - Customer Service: Delivered consistent, excellent customer service, assisting customers with their queries and needs.
  - Store Tidiness: Maintained the general tidiness of the store, ensuring all areas were clean and organized.
  - Waste Management: Ensured correct wastage procedures were followed, minimizing waste and optimizing inventory.
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## EDUCATION

### Queen's University, Belfast

Sept 2020 — Sept 2021

MSc, Software Development. Awarded Merit MSc - 67%. Intensive year-long course, collaboratively designed with industry partners. Equipped foundational and industry-relevant skills in programming, databases, web development, and software engineering. Taught by experienced faculty, the course developed computer foundations, analytical problem-solving, team collaboration, and modern development techniques.

### St. Mary's University College, Belfast

Sept 2016 — June 2019

BA, Liberal Arts. Studied the individual and society from economic, political, and ethical perspectives in a multi-disciplinary program. Emphasized the economic and cultural exploration of Ireland within its European context.