Attention to Detail, Best Practice, Communication, Comprehensive, Development and Implementation, Diligence, Due Diligence, Effective Management, Ensuring Compliance, Policies and Procedures, Potential, Presentation, Regulatory Compliance, Regulatory Requirements, Risk Analysis, Risk Management, Risk Mitigation, Senior Management, Team Leadership, Training Program, Transaction Monitoring

**Claire Mitchell**

**Contact Information:**

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**Professional Summary:**

Seasoned PEP & High Risk Analyst with over 25 years of comprehensive experience in the banking sector. Expertise in conducting enhanced due diligence, managing high-risk client portfolios, and ensuring compliance with AML regulations. Known for strong analytical skills, exceptional attention to detail, and a deep understanding of global financial crime trends.

**Education:**

**University of Manchester (Russell Group)**

* MSc Financial Crime and Compliance Management, Distinction
* Graduated: 2000

**University of Liverpool (Russell Group)**

* BSc Economics, First Class Honours
* Graduated: 1995

**Professional Experience:**

**HSBC Bank** *Director of PEP & High Risk Analysis*  
*Manchester, UK*  
*2010 - Present*  
Leading the high-risk client division, overseeing a team of analysts, and ensuring the effective management of high-risk client portfolios. Responsible for developing and implementing comprehensive risk assessment frameworks, conducting enhanced due diligence, and ensuring compliance with global AML regulations.

* **Key Achievements:**
  + Successfully led the implementation of a new EDD process, improving the bank's risk management capabilities.
  + Developed a training program for junior analysts, enhancing the team's overall expertise and performance.
  + Reduced the bank's exposure to financial crime by 30% through rigorous risk assessments and effective mitigation strategies.
  + Recognized with the 'Excellence in Compliance' award for outstanding contributions to the bank’s AML compliance efforts.

**Barclays Bank** *Senior PEP & High Risk Analyst*  
*Manchester, UK*  
*2005 - 2010*  
Managed the due diligence and risk assessment processes for high-risk clients, including PEPs. Collaborated with compliance, legal, and risk management teams to ensure comprehensive risk mitigation and regulatory compliance.

* **Key Responsibilities:**
  + Conducted in-depth EDD on high-risk clients, identifying and mitigating potential financial crime risks.
  + Prepared detailed risk assessment reports for senior management and regulatory bodies.
  + Developed and implemented AML policies and procedures, ensuring compliance with regulatory requirements.
  + Provided training and guidance to junior analysts on AML compliance and risk assessment techniques.

**Lloyds Banking Group** *PEP & High Risk Analyst*  
*Manchester, UK*  
*2000 - 2005*  
Conducted due diligence and risk assessments on high-risk clients, ensuring compliance with AML regulations and internal policies. Supported the development and implementation of the bank’s AML compliance framework.

* **Key Responsibilities:**
  + Performed comprehensive due diligence on new and existing high-risk clients.
  + Monitored and analyzed client transactions to identify unusual patterns and potential risks.
  + Assisted in the development of risk assessment frameworks and AML policies.
  + Prepared compliance reports and presentations for senior management and regulatory authorities.

**NatWest Bank** *AML Compliance Officer*  
*Manchester, UK*  
*1995 - 2000*  
Gained initial experience in AML compliance, supporting the compliance team in conducting due diligence and risk assessments on clients. Assisted in the development and implementation of AML policies and procedures.

* **Key Contributions:**
  + Conducted due diligence on new and existing clients, identifying potential AML risks.
  + Assisted in the preparation of compliance reports and risk assessments.
  + Collaborated with other departments to ensure effective risk management and compliance.
  + Participated in training programs to stay updated on regulatory changes and industry best practices.

**Skills:**

* Enhanced Due Diligence (EDD)
* Anti-Money Laundering (AML) Compliance
* Financial Crime Risk Assessment
* Regulatory Compliance and Reporting
* Transaction Monitoring
* Risk Mitigation Strategies
* Team Leadership and Development
* Analytical and Research Skills
* Strong Communication and Presentation Skills

**Certifications:**

* Certified Anti-Money Laundering Specialist (CAMS)
* International Diploma in Anti-Money Laundering (ICA)
* Certificate in Financial Crime Prevention
* Certified Financial Crime Specialist (CFCS)
* Certificate in Risk Management (CIRM)