

CURRICULUM VITAE

WORK EXPERIENCE

CITCO Fund Services, Dublin (Ireland)

July 2019 - Ongoing

PE Fund Administration – Investor Service Analyst

RESPONSIBILITIES

- Communicating and liaising with Fund Accounting, FATCA, AML and Treasury teams on a regular basis
- Prepare/review investor statements, call notices and distribution notices
- Performing/reviewing cash reconciliations for incoming and outgoing funds
- Communicating with fund/investor to ensure all application forms and transfer documents are received
- Preparing/reviewing client and investor reporting eg; audit requests, bespoke reporting, regulatory reporting
- Organizing workload within the team to ensure all tasks are completed in a timely manner
- Supporting the account manager to ensure the team runs efficiently
- Training new team members and supporting the development of junior team members

SEI Investment, Dublin (Ireland)

March 2017 – June 2019

PE Fund Administration – Investor Service Analyst

RESPONSIBILITIES

- Serve as a contact for Fund and Investor queries;
- Prepare capital call, distribution notices, capital account statements and analyses the figures for accuracy;
- Following procedures to ensure funds are in compliance with legal and regulatory requirements;
- Work closely with the accounting team in the general day to day environment;
- Process distribution payments to investors as well as verifying the source of incoming funds;
- Assist in audit preparation when requested;
- Assist the AML team and create new investors and maintain the investor register;
- Assist the FATCA team and ensure legal requirements are met and documentation is complete.

ACHIEVEMENTS

- Awarded Best Team Q4 2017;
- Awarded for Individual Performances & Targets Q1 2018;
- Private Equity 1&2 Fundamentals;
- FATCA & AML Training;
- Manual NAV & General Accounting Training.

Opus Fund Services, Dublin (Ireland)

January 2017 - March 2017

Investor Relations Analyst (Temporary contract)

RESPONSIBILITIES

- Offer excellent and responsive client service to the firm's investors;
- Maintain and enhance the firm's proprietary CRM database;
- Work closely with the fund administrator to review capital activity;
- Process investor transactions/capital activity and review administrator reports;
- Collaborate cross-functionally with internal groups at the firm;
- Ensure client and regulatory requirements are satisfied;
- Complete KYC and AML on investors.

Adobe, Dublin (Ireland)

June 2016 - November 2016

Professional Service Business Analyst

RESPONSIBILITIES

- Monthly invoicing and revenue recognition for Consulting services;
- Dealing with adhoc query's around invoicing & billing;
- Review of contracts to ensure an understanding of non-standard terms and the likely impact on revenue recognition;
- Monitoring/Give instructions to Credit and OM Team regarding Credit/Rebill process;
- Investigate, approve and process credit note claims;
- Managing the uploading of Revenue data to the CM system;
- Pull back up for deal review for Audit and compliance requirements;
- Provide support to organization leadership and work directly and under supervision of the Manager;

- Run daily, weekly, monthly reports from SAP, SALES FORCE and ATTASK tools.

Microsoft, Dublin (Ireland)
Validator&Quality Auditor

December 2014 - June 2016

RESPONSIBILITIES

- Responsible for validating contracts: provide information, entering and coordinating Agreements/Orders/Letters;
- Review Agreements and Orders to ensure all legal requirements are met and documentation is complete;
- Responsible for raising POs/Orders are processed in a timely manner: processed in accordance with the SLA metrics;
- Regular updates must be provided to customer/ Microsoft Partner on progress via phone and email;
- Preparing weekly reports of completed audits upon request by the Team lead and Management;
- Analysis and investigation of queries related to specific Microsoft Business Programs, Orders and Contracts;
- Auditing other team member's work and responsible for Sarbanes-Oxley compliance check;
- Review Validation/Data entry/Auditing stages to ensure all process and Quality checklist are perfectly completed;
- Supporting team in Manila, when specified instructions needed regarding processes.

ACHIEVEMENTS

- Auditor agent after 5 months;
- Processed daily CLT (40-45);
- Processed orders in MOET (2000 orders only in Dec'15);
- Effective Business Communications 1, & 2;
- Planning and implementation of new procedures /processes with Microsoft EOC.

EDUCATION

UNIVERSITY OF PERUGIA, Perugia (Italy)

February 2011 - April 2013

Master Degree in Government and Administration

Final Mark: 110/110

Thesis realized: Political, Economic and Statistical Analysis of the Childcare in Umbria.

UNIVERSITY OF SALERNO, Salerno (Italy)

September 2006 - February 2011

Bachelor Degree in Political Science

Final Mark: 96/110

UNIVERSITY OF GRANADA, Granada (Spain)

September 2009 - June 2010

Erasmus Project

Exams: Corporate organization, Political Economy, International Relations, EU Law.

LANGUAGE SKILLS

Italian: Mother tongue

English: Fluent

Spanish: Fluent

IT SKILLS

Word: Proficient

Excel: Proficient

Explorer: Proficient

Chrome: Proficient

Access: Basic

Windows Systems: Proficient

EXTRACURRICULAR EXPERIENCES

Bank of Ireland, Acquisition Analyst, Dublin (Ireland)

October 2014 - November 2014

Luce.sm Bags & Packaging, Administrator, Falciano (Republic of San Marino)

February 2014 - August 2014

Mediterraneo, Public Relation Manager, Mykonos (Greece)

May 2013 - August 2013

ESN Perugia, Vice-President, Perugia (Italy)

September 2011 - September 2013

Earl of Sandwich, Team Member, London (U.K.)

September 2013 - December 2013

Ministry of Defence, Military Services, Milan (Italy);

August 2006 - January 2007