



OBJECTIVES

I aspire to be a part of a dynamic team in a profession that is challenging yet fulfilling; one in which I will be allowed to excel and contribute positively to the workplace.

EXPERIENCE

Senior Administrator

July 2021 – Present Rawlinson &

Hunter (Cayman) Ltd. - Cayman Islands

- Managing a caseload of Insolvency work
- Managing a case diary and meeting all statutory deadlines
- Providing regular progress and caseload updates
- Assist with the Preparation and management of Liquidations from engagement to dissolution
- All other duties as required by Manager and as listed below from time to time

Administrator

October 2020 – July 2021 Rawlinson &

Hunter (Cayman) Ltd. - Cayman Islands

- Assist with the administration and progression of an extensive portfolio of:
 - ii. voluntary liquidations, restructuring, insolvency and / or distressed directorship engagements, including the review and compilation of relevant documentation; and
 - iii. maintaining adherence with all statutory filing deadlines and regulations; and
 - iv. data input for the establishment of client epitomes and maintenance of epitomes for updates; and
 - v. maintenance of proper files, in both electronic and hard copy form
 - vi. Minute taking
- General office administration as required:
 - i. Filing / photocopying / printing; and
 - ii. Preparation of due diligence files and ongoing due diligence procedures as required in the firm's PPM
- Attendance at annual Anti-Money Laundering training, as required by company policy
- Billing and liaison with the Internal Finance department for the assigned client portfolio as appropriate including:
 - i. Assisting with the timely billing of WIP and collection of receivables for the assigned portfolio
- Responsible for research, coordination and progress of special projects as they arise and are assigned
- Participation in monthly team meetings
- Any other duties and special projects as required.

Assistant Office Manager/Compliance Administrator

November 2019 – October 2020 Premier

Fiduciary Services (Cayman) Ltd. - Cayman Islands

- Assist with the day to day general operation of the office
- Prepare letters, resolutions and reports for Director approval and filing
- Assist the Office Manager/Anti-Money Laundering Compliance Officer (AMLCO) with various projects (as done prior)
- All other duties as performed whilst previously an Intern

Intern (During all University breaks)

Summer 2017 – November 2019 Premier

Fiduciary Services (Cayman) Ltd. - Cayman Islands

- Assist the Office Manager/Anti-Money Laundering Compliance Officer (AMLCO) with various projects related to, AML/CTF policies and procedures, database updates and reviews, and Company filing
- Assist with various Bookkeeping related reconciliations for the Accounts Payable function
- Complete Sanction scrubbing and reviews via World Check system Lexis-Nexis® Bridger® as requested by Directors and recorded results
- Aided AMLCO with the upkeep of accurate client and vendor information via Excel

Student Assistant

Department of Experiential Education and Career Services

December 2018 – June 2019

Johnson & Wales University - Miami, Florida

- Assisted the Events Coordinator with all aspects of preparation and execution of Employment Fairs and Events and promotions for the student body
- Designed promotional materials for distribution
- Arranged student interviews with internal and external vendors for internship
- Provided general career guidance to walk-ins

Talent Acquisition Coordinator

(November 2016 to August 2017)

- Provided recruitment process training and direction to junior/temp members of the team as needed
- Demonstrated the ability to lead whilst providing incite and support with various ongoing initiatives, e.g. a New Recruitment System, testing and Careers site design
- Provided representation at Department meetings regarding ongoing initiatives as well as contributed feedback on ideas for process improvements and new creative initiatives
- Assisted internal and external clients as well as vendors with Recruitment related queries
- Assisted in the orchestration of all recruitment aspects of Summer Student Programs from pre-screening resumes to on-boarding
- Assisted Hiring Managers and Business Partners as well as other internal Departments to ensure recruitment needs/processes are met/completed in a seamless and efficient manner
- Attended to recruitment administration needs including updating files, providing assistance with major HR filing projects, Report keeping and data entry
- Facilitated all aspects of the recruitment process from advertising, pre-screening, interview participation and setup to final on-boarding for local and overseas recruitment drives as assigned by Supervisor for the Dart Group of Companies

(April 2013 – November 2016)

- Worked alongside Hiring Managers and Business Partners to ensure recruitment needs are met in a timely manner as outlined
- Provided assistance in all aspects of a HR office such as greeting customers, answering queries via in person walk-ins and/or telephone, updating files and data entry
- Assisted in the orchestration of all HR aspects of Summer Student Programs from pre- screening, interviews to on-boarding
- Attended to assigned Immigration application processing as well as acted as a Department liaison
- Facilitated **all** aspects of the hiring process from advertising to on-boarding for local and overseas recruitment drives as assigned Supervisor for the Dart Group of Companies

Immigration Officer II

Immigration - Grand Cayman

October 2010 – April 2013 Department

- Enforced the Cayman Islands Immigration Laws and Regulations as applicable
- Acted as the first point of contact for all visitors to the Islands
- Facilitated private vessel arrival and departure processing at both sea and land ports
- Determined qualification for entry as well as the length of stay permitted for all non- citizens
- Provided accurate and timely advice and information on all immigration laws, regulations, policy and procedures to customers in an effective manner
- Screened passengers to assess immigration/criminal risks associated with entry by utilizing risk management strategies such as profiling and various investigative methods to eliminate or minimize them
- Regularized time allowance and provided relevant passport endorsements for individuals approved by the Department in relation to applications for various types of residency
- Ensured accurate and detailed reports as well as logs were kept of all relevant activities and passenger questioning/interviews/interactions
- Liaised with members of the general public, airlines, ship agents and various Government agencies to confirm information for the purpose of taking efficient and accurate action, decision making and reporting
- Assisted with Enforcement and apprehension initiatives as assigned

Social Work Assistant

Children and Family Services - Grand Cayman

January 2005 – October 2010 Department of

- Advocated on behalf of individuals to enable them to access and utilize systems and services available in the local community as well as overseas

- Conducting assessments on elderly and adult clients to determine need for medical coverage, financial and housing
 - Assisting in all aspects of the development and implementation of Departmental community events and projects
 - Assisted with various front office operations when required

Accounts Assistant

2004-2005

WALKERS Attorneys-at-Law - Grand Cayman

- Accounts Payable posting using CMS open program
- Reconciled and arranged payments vendor statements to company accounts
- Arrange payments of vendor statements and invoices
- Banking and Postings disbursements to client files

Office Assistant

2002-2004

(Part-time/Full-time)

Maples and Calder - Grand Cayman

- Filing and file system management
- Typing of various correspondences
- Assisted Lawyers with assigned tasks

Office Assistant

2000-2002

(Part time)

Caledonian Bank and Trust - Grand Cayman

- Filing and file system management
- Typing of various correspondences
- Assisted with all mailroom activities
- Assisted Human Resources with assigned tasks

EDUCATION

Johnson & Wales University - Miami, FL

2017- November 23rd 2019

Degree - Bachelor of Science in Business Administration, International Business Major (Magna Cum Laude)

University College of the Cayman Islands

2009

Degree - Associates of Arts -Social Studies

John Gray High School - Grand Cayman

2000 - 2003

Diploma (Honors) 8 Higher Level Passes

FURTHER TRAINING & CERTIFICATIONS

- **Certified Anti-Money Laundering Specialist (CAMS) certification – *Currently In Progress***
- **Google Analytics Individual Qualification Certification**, November, 2019 (Exp Nov, 2020)
- **Advanced Google Analytics Certification**, November, 2019 (Exp Nov, 2022)
- **Anti-Money Laundering Foundations Certificate Cayman Islands** (Sept. 2019)
- **Beneficial Ownership Law Training** (2019)
- **X-Culture Global collaboration Certificate** (May 2018)
- **Microsoft Excel 2016 Introductory Badge Pearson** (April 2018) - MyITLab
- **Certificate in Human Resource Management** (2017) - *Cayman Islands Society of HR Professionals*
- **Completion of Cayman Islands Immigration Law and Officer Training**
- **Profiling and Fraudulent documents training**
- **Completion of Pepper Spray Certification to carry**
- **Media training via CI Government Information Services**
- **Customer Service Training Certificate** (2013) - *Cayman Islands Government*
- **Certificate of Completion of The Four Month Course in the Principles and Practices of Social Work** – (2006), *CI Department of Children and Family Services in conjunction with the University of the West Indies.*
- **Certification for completion of Child Abuse and Prevention Training**

- **Red Cross Certification as a Community Based Disaster Preparedness Facilitator**

AFFILIATIONS

- **Association of Certified Anti-Money Laundering Specialists**
Member (Current)
- **X-Culture Global Program Affiliate Member and Past Participant**
- **International Community Member**– Johnson & Wales University
Member (2017-2019)
- **College of Business Curriculum Committee**
Student Representative for the JWU Miami Campus (2017- Nov 2019)
- **The Cayman Islands Society of Human Resource Professionals -**
Associate Member (2013-2017) and (2017 Scholarship Recipient)

REFERENCES

Provided upon request.