

Andrea Bianca Hennessy

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Grand Cayman

CAYMAN ISLANDS

Education

2011-13 **International College of the Cayman Islands**

Associate of Science: Business

2008-11 **John Gray High School**

with Honours

Work Experience

April 2023 - present

Crowe Cayman Ltd.: Corporate Administrator - Insolvency

*Involved in case management of numerous on-going liquidations in multiple jurisdictions

*Draft take-on documents and assist with new client setup

*Process bank transfers, regularly update receipts and payments accounts

*Assist with reports for court/statutory bodies and liaise with stakeholders

*Perform investigations and analyses of legal and financial records

March 2022 – March 2023

BCQS Property Management Ltd.: Assistant Property Manager

*Assist directors with management of large client database and affiliated accounts

*Maintain accurate financial records for accounts payable and accounts receivable

*Research invoice issues and follow-up with vendors accordingly

*Assist with preparation and revision of client documents

*Liaise with registered agents and government entities for legal disputes and compliance

*Coordinate and oversee various large- and small-scale projects simultaneously

*Draft and deliver correspondence for outstanding accounts payable

*Anticipate future issues and implement preventative measures

*Perform weekly site visits

July 2016 – March 2022

Fidel Murphy's: Cook > F & B Employee > FOH Supervisor

*Prepared and reconciled daily and monthly financial reports

*Handled inventory deliveries and maintained adequate stock

*Accurately updated and programmed POS system

*Assisted with planning and coordination of events

*Completed weekly bank deposits

*Dealt with customer complaints

*Trained new hires

October 2015 – June 2016

Sunshine Suites Resort: F & B Employee

*Assisted management with Westin merger

*Performed daily balancing of the till

*Produced accurate daily deposits

September 2014 - July 2015

Eats Café / Legendz / Yoshi's: F & B Employee

*Performed daily balancing of the till

*Produced accurate daily deposits

April 2014 - September 2014

Westin Grand Cayman: Coffee Shop Attendant/ Event Server

*Performed daily balancing of the till

*Produced accurate daily deposits

April 2013 - March 2014

JLC Holdings: Host > Head Host > F&B Employee

*Made weekly schedules for large team

*Assisted with inventory management

*Headed progress meetings

2011-2013 - Volunteer

Cayman Islands Government - Protocol Office

*Provided office administration

*Assisted with planning, organising and set-up of large-scale national events

*Trained and assigned tasks to junior volunteers

2011 - Summer Internship

Caribbean Utilities Company: Customer Service Representative

*Handled large intake of payments

*Created payment plans for outstanding bills

2009 - Summer Internship

Dart Enterprises Ltd.: Office Assistant to Corporate Lawyer

*Provided office administration

*Kept all T&Bs and work vehicles up-to-date and accurately recorded

*Organised large volume of company files

Skills

- Proficient in Microsoft Office
- Experienced with Quickbooks
- Excellent proof-reader
- Personable and professional customer service

Special Achievements

- **G.A.T.E. - Gifted and Talented Education:** Student Representative - 2008 - 09
- **Mentoring Cayman Programme - Chamber of Commerce:** Mentee - 2009
Mentor: Dani Kapoor - Corporate Lawyer - Dart Enterprise Ltd.
- **Kiwanis International - Key Leader Programme:** Attendee - 2008 | Student Facilitator - 09-10
- **World Affairs Seminar - Carroll University:** Student Representative - Cayman Islands - 2010
- **Kiwanis International - Key Club:** Member - 2008 - 11 | President - 2009 - 10
- **Youth Flex Radio Show - Radio Cayman** - Co-host 2008 - 11