

TELISHA BARNES

22 Carrington Lane, Bodden Town · (345) 928-7189

511 P.O. Box KY1-1602

Email: t.barnes1939@gmail.com

Young professional looking to secure a challenging and responsible position that will allow me to utilize my education, experience and develop in the financial services industry.

EXPERIENCE

OCTOBER 18, 2021 – PRESENT

ASSOCIATE – CORPORATE FINANCE & RESTRUCTURING (FULL TIME), FTI CONSULTING (CAYMAN) LTD

- Work closely with colleagues on client matters.
- Manage active client portfolio.
- Act as contact liaison between external parties and FTI.
- Maintain accounting and statutory records.
- Assist with preparation of reports, risk assessments, AML considerations memos, inter-office agreements and CWR forms.
- Request and conduct world checks, conflict checks and adverse media searches.
- Review files, obtain and review due diligence pursuant to “Know Your Client” requirements.
- Attend client site and assist senior staff in carrying out duties and collating information required.
- Prepare all statutory requirements prior to opening a matter.
- Facilitate the on-boarding of new clients.
- Prepare documentation for meetings with creditors, members, and contributories.
- Draft resolutions/minutes/standard meeting documents.
- Prepare notices of appointment and arrange advertising in the local newspapers and Gazette.
- Assist with the preparation and filing of annual returns, economic substance notifications & returns, beneficial ownership register, FACTA/CRS obligations, and AML officers.
- Prepare strategy and compliance review forms for compliance meetings.
- Prepare and execute payments related to client invoices.
- Manage client bank accounts.
- Arrange for apostille and legalization of documentation.
- Assist with the on-boarding of new joiners.
- Maintain a professional image within the company and project the same to those outside of the company.
- Contribute to company initiatives and team development.

JUNE 28, 2021 – AUGUST 20, 2021

CAMP COUNSELOR (PART TIME), YMCA CAYMAN ISLANDS

- Provided leadership, facilitation, and supervision to children ages 5 to 12 in a small group setting.

- Served as a role model for campers by providing a safe, structured, and fun program for all participants.
- Effectively led games, songs, and camp activities.
- Prepared, cleaned up and organized program equipment.
- Monitored and tracked attendance through routine head counts.
- Participated in weekly activities, including the implementation of curriculum, special events and recognition programs.
- Made quick and appropriate decisions for the safety and wellbeing of participants.
- Ensured YMCA standards and policies are adhered to.

EDUCATION

SEPTEMBER 2018 – GRADUATED APRIL 2021

ASSOCIATE OF ARTS (AA) – BUSINESS ADMINISTRATION, UNIVERSITY COLLEGE OF THE CAYMAN ISLANDS

Honors: Year 12 Dual Enrollment Programme, Spring 2020 Dean’s list

Activities: Pandemix/UCCI Steel Band, Pan Alive Competition 2019

SEPTEMBER 2013 – GRADUATED AUGUST 2019

LEVEL 2 HIGH SCHOOL DIPLOMA, CLIFTON HUNTER HIGH SCHOOL

Activities: Prefect, Junior Achievement, Key Club, Rotary Youth Leadership Awards and Mentoring Cayman.

SKILLS

- CORIS/CAP/REEFS filing
- MS office skills
- Effective Communication
- Effective Interpersonal Relationship-Building
- Logical Thinking Skills
- Team-oriented

TRAININGS

- Anti-money Laundering training
- Beneficial Ownership training
- Economic Substance training
- FATCA/CRS Obligations training
- Chapter 15 and Cross Border Recognition Training
- Sanctions Regime Training
- RISA Official Liquidation, Voluntary Liquidation, Receivership, Directorship, Provisional Liquidation and Advisory Roles.
- Report writing training
- Cayman Islands Companies Law training