

Leana Smith

LeanaSmith345@gmail.com ▪ +345 9269810

EDUCATION

BA Business and Management
with a Year in Industry
MSc Corporate Finance

COMPUTER SKILLS

- Microsoft Office (Word, PowerPoint, Excel, Access)
- Social Media (Linked In, Facebook, Instagram, Snapchat, Twitter)

PROFILE

Currently working as a Restructuring & Turnaround Staff with EY Cayman.

WORK EXPERIENCE

01/2023 – Present

EY Cayman Ltd., Restructuring & Turnaround Staff

- Assisting with various types of liquidations – voluntary and official liquidations.
- Assisting with compliance and AML matters.

06/2021 – 07/2021 Strategy & Transactions Intern

EY Cayman Ltd., Cayman Islands

- Assisted with a liquidation disbursement: Ensured correct paperwork was present and for partner review.
- Correctly filed paperwork in the file room so all records were as up to date as possible.

06/2019 – 05/2020 Assurance Intern

EY Cayman Ltd., Cayman Islands

- Reviewing and testing controls of bank procedures.
- Interacting with clients in person, over the phone and via emails.
- Organising tasks and updating files from last year's audit to suit the current year audit.
- Took part in analysing and reviewing the financial statements and independent review reports for various audits.
- Organising the banking team's birthday celebrations once a month.

07/2018 – 08/2018 Office Support Assistant

Ministry of Education-Scholarship Secretariat, Cayman Islands

- Processing scholarship submission documents for hundreds of university students.
- Reviewing and calculating receipts and financial submissions for accuracy
- Communicating with clients via email, phone calls and in person
- Assisting with the filing, organizing and retrieval of paperwork, products, or other materials

07/2016 – 07/2016 Audit Intern

PriceWaterhouseCoopers (PWC), Cayman Islands

- Reviewing and amending financial statements and other documents
- Operated Bloomberg software to research and confirm information on companies and financial instruments
- Using other software packages such as Microsoft Office programmes such as Word and Excel to amend and review documents

INTERESTS AND ACHIEVEMENTS

- Kiwanis Key Club Member 2012-2016
- Red Cross Courses
- Junior Achievement 2013-2014