

# Kyla K. Forbes

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## WORK EXPERIENCE

### **Ernst & Young Ltd.**

#### **Position: Staff Assistant**

*March 2021 -Present  
(Full-Time Employment)*

- - Working under the supervision of and supporting the senior, manager, senior manager, director and/or associate partner/partner, execute restructuring, liquidation and/or insolvency procedures as required and contribute to defining the engagement scope
- Actively establish, maintain and strengthen internal and external relationships and make sure that delivered client work is of high quality; as part of this, you'll anticipate and identify risks and escalate issues, as appropriate.
- Work effectively as a team member sharing responsibility, providing support, maintaining communication and updating senior team members on progress.
- Demonstrate professionalism and confidence to deal with a range of stakeholder groups and management teams
- Undertake tasks critical for effective onboarding of new clients.
- Undertake day-to-day tasks for ongoing engagements to help ensure engagements are progressed effectively and within the allocated budget
- Build strong internal relationships within SaT and across other services

### **CCT Global Communications**

#### **Position: Reporter/Journalist/Media Editor**

*October 2019- Present  
(Full Time Employment)*

- Write, edit and produce reports for on-air and/or digital platforms
- Produce news as assigned by news editor
- Anchor newscast and host various programs
- Select and research various news topics, contacts and interview sources
- Follow pertinent persons or publications and attend related events
- Maintain notes, recordings and news files

**H. Lavity Stouff Community, Tortola, BVI**  
**Position: Adjunct Professor**  
**(Fundamentals of Business - BUS110)**

*Fall 2018 – Spring 2019*  
*(Terms)*  
*(Adjunct Professor)*

**Financial Services Commission, Tortola, BVI**  
**Position: Regulatory Cadet**

*October 2017 – October 2019*  
*(Full Time Employment)*

- A rotation program which allowed me to work within different FSC divisions including the Registry of Corporate Affairs and Banking & Fiduciary Services Division.
- Worked within the Registry of Corporate Affairs
- Learnt the daily operations of Registrars
- Worked within the Banking & Fiduciary Services Division.
- Assessed non-compliance with the filing requirements for audited financial statements for Fiduciary Services Providers

**Position: Corporate Communications Associate**

- Manage and maintain effective communications channels with external parties including the general public, industry practitioners, government and other stakeholders
- Draft content for internal and external communications materials, including but not limited to, press releases, reports, articles, newsletters and presentations, policies
- Conduct research for material development
- Coordinate and manage media engagements for the organization, including but not limited to briefing events, press conferences and meetings.

**Financial Services Commission, (BVI)**  
**(Investment Business Division)**  
**Position: Summer Intern**

*June 2016 – September 2016*  
*(Summer Job)*

- Data Entry
- Assisted in the processing of audited financial statements

- Assisted in assessing non-compliance with the filing requirements for audited financial statements
- Assisted in the assessing of non-compliance with the reporting regime for MFAR
- Assisted with department projects

**BDO Ltd. (BVI)**

**Position: Summer Intern**

*June 2015 – August 2015  
(Summer Internship)*

- Assisted in the different phases of various audits
- Assisted with pro-reading and correcting documents
- Assisted with off premises audits

**EDUCATION**

**Manchester Metropolitan University  
(Manchester, United Kingdom)**

*2014 – 2017*

Bachelor’s Degree (Hons) (Accounting and Finance)

- Eligible for ACCA exemptions **(attached)**

**H. Lavity Stoutt Community College (BVI)**

*2012 –2014*

Associates Degree (Business Administration)

**SKILLS**

Excellent written and verbal communication skills.

Goal Oriented

Microsoft Word, PowerPoint and Excel

Strives for excellence at all times.

Works well with Teammates

Flexible to learning and accepting new challenges

Pay attention to detail, specifically the reading of Financial Statements

**REFERENCES-** References are available on request.