

GEORGIA THOMPSON

Georgia.tropic@hotmail.com

Tel: (441) 704 0589

Linkedin:

<https://www.linkedin.com/in/georgia-thompson-83a26234/>

EDUCATION

Certificate of Proficiency in Insolvency (CPI)	BPP Manchester IPA - Insolvency Practitioners Association	2020 Pass - Merit
A Levels (2007)	Stonyhurst College	Business Studies - Grade A Theatre Studies - Grade A Economics - Grade B

EXPERIENCE

DELOITTE CARIBBEAN AND BERMUDA – May 2021 – present

Financial Advisory Senior Associate

Deloitte provides financial advisory services in restructuring, valuations, mergers & acquisitions (M&A) transactions, forensic investigations, anti-money laundering/anti-terrorist financing (AML/ATF) compliance, and ancillary services. Our team consists of practitioners with specialist fields of expertise and deep industry knowledge, as well as significant practical experience.

As a Senior Associate in Insolvency & Restructuring, I help manage the client relationship on a daily basis. Sharing knowledge and leverage industry best practices and current legislation, understanding liquidations in accordance with the applicable rules and regulations, financial statements, and reports along with the due diligence process. Working with cross-boarder jurisdictions and asset recoveries, mainly, but not limited to work within the USA, Cayman Islands and Hong Kong.

Working with the team to prepare recommendations based on previous experience to improve and develop case management systems, internal policies and reporting procedures. Including standardization of internal procedures in relation to case accounting, drafting templates in line with legislations and creditor management to develop efficiencies.

PRICEWATERHOUSECOOPERS LLP: 2020 – 2021

Senior Associate

Working within the Business Recovery Services (BRS) I have been able to expand on my experience working predominantly with large scale administrations both pre-pack and trading. Notably recent work as the lead senior associate on the administration of Paperchase.

The role has allowed me to gain experience in working within a larger team - covering more in depth matters of money laundering, compliance, risk, litigation, property management and technical ability.

Responsibilities include ensuring compliance across the duration of the cases, preparing administrators proposals, EOS, SIP16, remuneration and progress reports. Working with the dedicated employee team to understand and manage the complex and changing requirements for large scale administrations. Development of new systems and training junior members of staff.

Case portfolio includes creditors voluntary liquidations and administrations - pre-pack and trading.

I also have none-case related roles which include managing the communication of off-shore professionals in our Kolkata office, developing training materials for new starters and across the company as well as working on compliance within the working documents.

WALSH TAYLOR

MANAGER PRE-APPOINTMENT TEAM – 2019 – May 2020

Walsh Taylor's portfolio of cases is circa 60% CVLs, 10% MVLs, 10% Administrations and 20% IVAs and Bankruptcies. I have had the most experience in managing the pre-appointment team, which consisted of process of work from initial meeting with IP/Director until the Companies/Debtors are in a formal insolvency process. I would also be heavily involved in advisory type work, providing assistance to the IP/director. I managed a case load of around 60-100 cases in both pending and in process stages, liaising with Directors and work referrers direct.

Responsible for management of the pre-appointment team, which involved taking the cases following initial advisory meeting and progressing this through to appointment. Working with CVL's, MVL's, CVA's, IVA's, Bankruptcies and Administrations. Duties include:

- Managing 2-3 members of staff
- Managing a portfolio of around 60-100 pending cases, making sure records are kept up to date, work referrers (mainly accountants) are updated and managing weekly meetings to progress cases within the team internally and with the IP/Director
- Director/Referrer liaison – managing the process from initial meeting with IP/Director, using a flexible approach as per the client needs, and I ensure that the client's needs are addressed at every point of the way
- Overseeing staff collating information
- Reviewing/approving documentation for all pre appointment processes - engagement documents, documents to convene meetings, meetings documents, post appointment documents
- Preparing statutory reports (s100)
- Holding board/creditors meetings
- Drafting IVA proposals and managing through to appointment
- Liaising with agents/dealing with assets matters
- Forecasting WIP and making sure cases are billed on time

SENIOR CASE ADMINISTRATOR – 2017 – 2018

My responsibilities included:

- Drafting all case related documents including - engagement documents, meeting documents, report to creditors and statement of affairs, declaration of solvency, SIP2 reports, case reviews, annual reports, closure reports
- Updating checklists for ongoing cases and ensuring statutory deadlines are met
- Employee details input to IPS, redundancy calculations, advising employees on the process for claims, completing RP14 and RP14A
- Creditor calls – dealing with difficult creditors, advising of the insolvency process and completing proxy forms for the virtual meetings
- Investigations – bank analysis, completing SIP2 reports, liaising with solicitors to advise on strategy and recovering assets
- Managing failure of IVA cases and resulting petitions for bankruptcy
- Monitoring IVA progress, completing I&E reviews annually and issuing dividends to creditors

LBS Horticulture: Purchasing and Accounts Executive - 2017

Accounts Executive:

Processing all incoming receipts onto Sage 200, allocating all receipts, reconciling customer accounts and validating credit notes. With a professional telephone manner, I chased any overdue invoices plus resolve any query they may have. I have carried out the following tasks as a purchase ledger assistant matching delivery notes to invoices, creating invoices from GRNs and inputting invoices onto Sage 200. I carried out the monthly bank reconciliation and authorised payments for a business which turned over £5m.

Purchasing Executive:

The checking of each order, chasing our suppliers and come to an agreed delivery date. I would ensure regular communication and updates were maintained so that any delays would be dealt with in a timely manner. I would deal with non-conformances or issues with suppliers to come to a mutual agreement. I would also organise freight for the importing of goods from the EU.

In the later part of my employment, the Company entered into administration and then subsequently entered into a creditors voluntary arrangement which I managed to gain hands on experience with an insolvency process, this lead to my desire to pursue a career in insolvency.

Period out of work to travel across South East Asia Visiting Sri Lanka, Cambodia, Laos, Vietnam, Thailand And Malaysia

Self Employed: 2016

Having worked in several marketing roles I made the decision to work self-employed which allowed me to service several clients for which I had built a good reputation over the years and enabled me the freedom to develop my skill set: Creating, analysing, and implementing effective marketing strategies for medium to small business:

- Working with a variety of B2B and B2C markets
- Online and offline platforms
- Specialising in design for print - brochures, business cards, POS,
- Strong background in branding and product launch
- Exhibition and shop floor design
- Project management

Marketing Manager and PA to the MD @ KIRK GROUP: 2014 - 2015

Marketing and Sales Support Duties:

- Responsibility for all aspects of internet marketing, media campaigns, and communications.
- Support the Managing Director to develop the marketing strategy for the business
- Collating and distributing marketing material as and when required by the Managing Director.
- General Administrative support to the Sales Team and other Directors.
- Update the CRM system with relevant contacts for future reference and marketing material.
- Arrange, coordinate and attend key events for example exhibitions and client visits etc.
- Manage the marketing budget, including purchase order details and accurately record authorised spend.

PA Duties:

- Dealing with all the Managing Directors Business correspondence.
- Organise and co-ordinate dates for meetings with Co-Directors, potential and existing partner and suppliers.
- Compile agenda and paper for meetings including taking minutes.
- All aspects of travel management for the Managing Director and colleagues, including frequent travel
- overseas to Malaysia and America
- Maintain strict confidentiality and interact professionally with all levels of management, staff and business associates.
- Convey, coordinate, supervise and follow up on the instructions by the Managing Director to the respective management staff.

CREATIVE MARKETING ASSISTANT @ LBS HORTICULTURE: 2012 – 2014

- Production of the 500-page annual brochure. Responsibilities include: photography, new product information collation, ensuring all pages are checked through each department, page design, meeting a tight deadline and delegating work throughout the marketing team
- Project Management of the annual 65 page Festive Brochure: sourcing print, template design, content management, pricing sheet and time management as well as delegating tasks within a team.
- The design of email campaigns and use of social media to promote offers, engage customers and build CSR. Four Oaks Exhibition Coordination: Stand design, sourcing shelves and display materials, promotional items

