

**Your Name**

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## **PERSONAL STATEMENT**

I am a highly motivated and effective Risk Manager who delivers high quality results under pressure.

Customer service is high priority and I understand the importance of delivering tangible benefits at all times.

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## **KEY SKILLS**

### **Technical Skills**

- Outlook
- Word
- Excel
- PowerPoint
- Access
- I-Factor
- Exchequer
- Minitab

### **Certificates**

- The Institute of Risk Management – Certificate in Risk Management
- International Compliance Association – Diploma in Anti Money Laundering and Counter Terrorist Financing
- Association of Accounting Technicians – part qualified
- City & Guilds level II & III Information Technology

### **Memberships**

- Association of insurance and Risk Managers
  - International Compliance Association
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## **EDUCATION**

- Example University  
**BSc Economics**
- Example College  
HSC including **Maths** (B), **Business Studies** (C), **English** (B)
- Example School  
SC including **Maths** (A), **Business Studies** (A), **ICT** (A)

## EMPLOYMENT

### **Risk Manager**

Monster Credit Management | Sydney

MM-YY > MM-YY

#### Achievements

- Managed monster credit Groups operational risk and four specialist manufacturers with \$90m of assets
- Created methodology to assess risk, security and resilience of a region of the UK and its critical infrastructure
- Conducted large feasibility study with partner companies to assess the new methodology

### **Senior Risk Consultant**

XYZ Consultancy | Brisbane

MM-YY > MM-YY

#### Achievements

#### **Achievements**

- Implemented framework to improve internal reporting which subsequently increased the volume of recorded Risk Events (defined as key process control failures) by 100% following same period the year before
- Designed and implemented a Risk Dashboard and escalation framework to report key risk issues which improved reporting by 100%
- I Led compliance training for colleagues, including Anti-Money Laundering and Data Protection which improved data loss by 90%

Risk and Compliance Analyst

Risk Analysts | Brisbane

MM-YY > MM-YY

#### Achievements

- I managed the Risk and Compliance department of the Corporate credit cards business with a turnover of \$100 million
- Managed a review of the Business Continuity Plan in conjunction with the Service Centre's site relocation
- Un-reconciled cash: Reduced from \$1.12M to \$122K

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## PERSONAL INTERESTS

Shopping | Traveling | Reading | Golf | Table Tennis

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## REFERENCES

References are available on request.