**CURRICULUM VITAE**

**Stephanie Hawkins**

12 Cambridge Drive, Rathmines, Dublin 6

Email: stephhawkins42@gmail.com Tel: 0861111111

[www.linkedin.com/stephaniehawkins](http://www.linkedin.com/stephaniehawkins)

**PROFILE SUMMARY**

Newly qualified accountant with 3.5 years’ experience having completed my graduate training programme with XYZ Bank.

**EDUCATION**

**2014 - 2018**  **ACCA**

 First time passes

**2011 - 2014 University College Dublin**

 B.Comm (2.1)

**2005 - 2011 St. Patrick’s Secondary School, Dublin**

 Leaving Certificate 460 Points

**EMPLOYMENT EXPERIENCE**

**XYZ Bank, Dublin 4 Sept 2014 – March 2018**

**Dept: Financial Control**

**Position: Financial Accountant**

I completed my graduate training programme with XYZ Bank where I gained experience in a number of different Finance departments.

Responsibilities:

* Reporting of financial management information to Business Partners and key stakeholders via monthly management packs containing detailed analytical review of performance
* Monthly, quarterly and semi-annual IFRS note disclosures for Group reporting requirements
* Full review of quarterly statutory balance sheet and income statement for regulatory reporting submissions.
* Provide trial balance adjustments for subsidiary statutory accounts preparation, including additional information for specific note disclosures.
* Kept and up to date knowledge of changes to business operations to assess potential impact on financial reporting and to implement changes as necessary.
* Coordinating with and providing financial information & analysis to key stakeholders including Business Partners, Retail Treasury, Accounting Services, Credit, Group Tax, Group Regulatory, other financial control teams and external auditors on a range of process and accounting related issues.

**SKILLS**

* SAP
* Advanced Excel skills

**PERSONAL INTERESTS AND ACHIEVEMENTS**

* I like to keep fit and attend my local gym regularly. I also have a keen interest in swimming, tennis, and tag rugby.
* I also enjoy travelling and have travelled extensively throughout much of Australia and South America.
* I regularly support my local charity St. Patricks Hospice by assisting with charity swims and other events throughout the year to raise funds.

**REFERENCES**

References available on request.