
Katie Dowling

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SKILLS

- Project Management
- Multi-tasking
- Analytical thinker
- Communication
- Team Leading
- Detailed organisation

EXPERIENCE

BNP Paribas CIB, Georges Dock - *CIB Fund Accountant*

October 2019 - April 2020

- Working with the Corporate and Investment Banking Department in the Trades Team, dealing with several large international and Irish companies
- I had several varying clients with differing needs, varying from time sensitive daily tasks, to weekly and monthly. Some of these clients also had to be processed manually as opposed to in the internal computing system due to security. This style of client management really pushed my organisation, management and time management skills to an extreme level. It was fast paced work that required learning various strict processes, specific to each client which I enjoyed. Due to BNP Paribas being a French bank, I also had to begin work by 8:00am every morning to be on time with Paris.
- I was an active member in various groups in BNP Paribas such as the LGBTQ+ Society and I was entered to play in the International BNP tennis competition which comprises teams from almost 80 countries where BNP have offices located.

Fallon & Byrne, Dún Laoghaire - *General Manager*

October 2020 - November 2021

- I was working for the last year during the COVID Pandemic as the General Manager of Fallon & Byrne, Dún Laoghaire. A high stress job which required every skill to navigate each day. I was in charge of hiring and firing, team progression, accounts and also all COVID policies in tandem with the HSE.
- I ran multiple accounts for different companies we worked with and ordered from, working with our Managing Director and Accounts Dept. to implement a new accounts system to streamline ordering and payment tracking.

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- I worked 70 hour weeks due to Covid whilst managing to retain a team of 6 core staff during a labour shortage in the industry. I relied heavily on the skills I have for creating relationships with business associates, along with my team members to get us positively through this time period. I pride myself on how I used my skills of multi tasking, scheduling, organisation and staff management to keep the staff and customers happy during an incredibly stressful time period.

Link Asset Management - *Customer Response Team*

December 2021 - May 2021

- Member of the Customer Response team created due to covid and changing work environments. Busy team dealing with several loan books and the corporate and residential customers loans post Covid.
- Heavy use of skills such as multi-tasking and daily to monthly organisation structures.
- Due to the nature of the team and being customer experience driven we dealt with alot of sensitive financial cases and serious time sensitive work.
- Use of several different computer systems for dealing with Finances and accounts (PEGA, Fuze) alongside shared group Excel files.
- Managed moving between working from home to operating between offices in Maynooth and Grand Canal.
- Account Managing for corporate and residential accounts.

TVT Productions DAC - *2nd Accounts Assistant*

August 2022 - October 2022

- Worked on processing PAYE Payroll, Expenses, Petty Cash.
- Managed Timesheets submissions from all Departments.
- Managed Equals Cards system for different Departments Petty Cash Floats.
- Managed the breakdown of the Cost Report and Department Cost reports.
- Have used relevant programmes such as MoneyPenney, Xero, Docusign, ApprovalMax, Dropbox.
- Managed Paylinks and running payroll through daily limits before IBB was set up.
- Managed Invoices and payments to suppliers and vendors.

Silver Film - *2nd Accounts Assistant*

October 2022 - December 2022

- Assisted in the final weeks of shooting and accounts management.
- Worked on entering to MoneyPenny to get all costs entered for the wrap cost report.
- Worked on processing Petty Cash, Expenses AP and Equals.
- Worked on payments related to shooting in the UK.
- Managed invoices and PO's across multiple currencies and suppliers
- Processed PAYE Payroll.

Freuds Last Session - *Accounts Assistant*

January 2023 - June 2023

- Assisted in accounts AP and all processes related to paying vendors and suppliers to the film.
- Assisted on Petty Cash and Payroll each week for PAYE and Schedule D.
- Managed Equals cards set up for crew.
- Managed invoices and PO's across multiple currencies and suppliers.
- Managed the PO system through Moneypenny for crew PO submission and approvals.
- Created tracking systems for payments across departments for paid/to be paid and including supporting documents.
- Saw the project through from prep to post wrap.

Anniversary - *Accounts Assistant*

June 2023

- Petty Cash and AP assistant.

EDUCATION

Dublin Institute of Technology, Aungier Street - *Commerce* - 2016

UCD - *Modern Languages* - 2011

Loreto College Foxrock, Dublin 18 - *Leaving Certificate* - 2011

Languages - *Spanish (Advanced)* - 2005

Excel - *Advanced Course* - 2015 & 2019

Certifications

- Hold current Completed Child Protection Programme Certification from National Youth Council of Ireland.
- Have valid An Garda Síochána Vetting clearance.
- Member, Coach and volunteer in Donnybrook Lawn Tennis Club for 2 decades.
- Owner of my own vehicle.
- Hold a full, clean Irish driver's licence for the last 13 years.
- Completed full Excel training.
- First Aid trained

REFEREES

Katie Myler	Dave Sheehy	Sasha King
Production Accountant	Production Accountant	Production Accountant
TVT Productions DAC	Silver	Freud's Last Session
EPOS Films	Ardmore Studios	Subotica
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