

# Jennifer McGuinness

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## Summary

Financial Services Administration professional.

## Experience



### Transfer Agent

State Street

Jan 2020 - Present (3 years 1 month)

Transfer Agent AML Duties:

- To provide a high quality service to clients, ensuring all deliverables are met.
- To assist in client administration and processes within the team, conducting all work in accordance with the firm's policies and procedures.
- Obtain sound knowledge of the administration processes, and develop the key skills required to become a reliable member of the team.

KYC/AML Duties:

- Performing the due diligence on new Clients, requesting the KYC information, documentation, review and verification of received documentation and making an analytical risk assessment for new Clients.
- Thoroughly and succinctly document the research and analysis related to the financial activity and related entities of Clients, for an audience that includes Management, Regulators, Internal Audit, Senior Managers and Internal Compliance.
- Periodically evaluate existing Clients according to established policies and procedures.
- Periodical review of KYC records as to completeness, including verifying that due diligence has been performed and that CBC (due diligence) standards are complied with; also that the files and risk assessments are current and up to date.
- Investigating high risk clients and reporting where necessary, including Politically Exposed Persons, and obtaining all necessary documentation to complete the client file.
- Engagement in specialised projects for Senior Management.
- Participation in all relevant training and Team collaboration events.

Quality/Assessment:

Engaging in the production of reporting for the Senior management of the Registration Department

Assessing  
AML documents for the Quality Department.

 **Case Management Senior Analyst**

Accenture

Feb 2019 - Jan 2020 (1 year)



**Authorisation Department - Fitness and Probity Associate**

Central Bank of Ireland

Jun 2018 - Nov 2018 (6 months)



**Audit Department Associate**

KPMG

Sep 2016 - Jun 2018 (1 year 10 months)

## Education



**Maynooth University**

Bachelor of Science (HONS) (BSc Soc Science), Social Sciences

2010 - 2013

BSC SOCIAL SCIENCE



**ST NICHOLAS MONTESSORI COLLEGE**

HDIP Humanities (Education), Montessori Teacher Education

2001 - 2004

BA HUMANITIES MONTESSORI EDUCATION

## Skills

Organization Skills • Microsoft Outlook • Communication Skills • Project Management • Fundraising • Teamwork • Team Building • Team Leadership • Customer Service • ICT