Patrick Swinley

Norwich area NR13

Contact Information:Mobile: 07399 244879; Email: patrickswinley@outlook.com;

**EMPLOYMENT HISTORY**

2023 16th January - Current day - NHS Bank staff worker

* Undertake various administration assignments for the NHS
* Work with data systems, answer calls and send emails
* Undertaken health training courses

NOVEMBER 1st 2022 – 16th January 2023

Credit Controller, Culligan, Dereham

* Made telephone calls and sent emails to customers to collect payments
* Resolved queries relating to customer accounts
* Worked with Sage accounting software to allocate payments

MARCH 2022 – JULY 2022
Revenue assistant at Norwich Council, Norwich

* Collected revenue to enable the council to receive a continuous revenue stream.
* Liaised on a daily basis with customers who had missed payments or were in arrears.
* Gained experience using different accounting software systems

DECEMBER 2021 – FEBRUARY 2022

Business Writer at Sustainable Business Magazine, Norwich

* Worked to deadlines to edit and draft articles for a magazine focused on business and sustainability.

AUGUST 2019 - JUNE 2020

Credit Controller at Jones Lang LaSalle (JLL), Norwich

* Collected rent and service charge from customer via phone and email
* Set up and managed repayment plans for clients and worked alongside local debt counsellors.
* Worked closely with surveyors, asset managers debt collection agencies to help manage the firm’s portfolio.

ACADEMIC QUALIFICATIONS

 Exeter University (2016 – 2019) BSc (Standard Degree) in Accounting and Finance Modules included: Corporate Law; Corporate Finance; Financial Reporting; Finance and Society; Governance and Accountability. A LEVELS: Economics (A) Geography (A), Biology (A)
 REFERENCES - Available on Request