JAmIe

O’REILLY



Dillon Eustace | Summer Intern

*June 2022*

Responsibilities:

* Joined the funds department.
* Completed project on ESG Article 8 and Article 9 funds and presented my findings to the partners of Dillon Eustace.

Cafico International | Legal and Compliance Intern

*September 2020 - June 2021*

Responsibilities:

* Provided client support services on a day to day basis for a portfolio of corporate clients.
* Managed incoming Legal & Compliance queries by phone and email.
* Worked closely with team members to respond to ad-hoc client queries and requests.
* Assisted with compliance related matters including anti-money laundering compliance.
* Risk assessed new clients and complete highly detailed reports.
* Worldcheck and verified client documents.

Mater Hospital | IMS Department

*2018 – September 2020*

Responsibilities:

* Helped ensure the various IT systems of the biggest hospital in Ireland were maintained even during the COVID-19 pandemic.
* Developed excellent problem-solving skills and worked both in teams and by myself to solve various problems around the hospital.
* I was the youngest employee to be hired by the department.
* With no previous experience in IT, I have proven I can learn and excel in anything I put my mind to.
* I have learnt and become fully experienced with all computer programmes and applications used in the workplace.

Halpenny Golf | Sales

*2021 – present*

Responsibilities:

* Helped provide sales assistance in one of the busiest golf stores in Dublin.
* Used vast knowledge of the sport to help customers improve their game.

**EMPLOYMENT HISTORY**

Creative thinking

Interpersonal Relations

Leadership

Excellent Communication

Decision making

Analytical thinking

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**EXPERTISE**

University - DCU

*Economics, Politics & Law (EPL)*

*2018 - 2022*

Secondary School - Belvedere College S.J

*Junior and Leaving Certificate*

*2012-2018*

Primary School- St. Patricks B.N.S

*2004-2012*

**EDUCATION**







55 The Rise

Glasnevin

Dublin

+353 83 1721999

**428joe@gmail.com**

**CONTACT**

A driven student of Economics, Politics & Law with a keen interest in working in the field of Law.

With high grades especially in both Law and Economics, and an aptitude for Law, IT and Finance, I am confident I can provide value to any organisation with a large client portfolio. My previous employments have given me vital skills that I can bring to the table, such as problem solving, risk assessment and people skills.

I am eager to gain as much experience and expertise as possible.

**PROFESSIONAL PROFILE**



Compliance

Belvedere College

Claire Broderick

*Form Tutor*

*Available Upon Request*

Cafico International

Mr. Rodney O’Rourke

*Managing Director*

*Available Upon Request*



**INTERESTS**

DRIVEN

PEOPLE PERSON

HARD WORKING

DEDICATED

SENSE OF HUMOUR

**TRAITS**

Legal

Other Work Experience:

* Bank of Ireland Student Academy

*2016*

* Croke Park Sales Department

*2016 – 2019*

* Portmarnock Golf Club Caddy

*2020 - present*

Volunteering:

* Belvedere College VDP member and junior president.
* Belvedere College Sleep Out 2018 – raised over 200,000 for homeless.
* The Capuchin Day Centre.
* St. Vincent de Paul society and warehouse.

Hobbies:

* Golf - Donabate Golf Club and Portmarnock Golf Club
* GAA - Na Fianna CLG
* Soccer – DCU
* Tennis – Glasnevin Tennis Club
* Top 10 ranking in university degree.
* Awarded Team Player of the year in the GAA club
* Elected class captain in Belvedere College

**Achievements**

Mater Hospital

Mark Gibbons

*manager*

*Available Upon*

 *Request*

**REFERENCES**

Objective Driven

IT

Team

Player

Administration

**SKILLS**

**EMPLOYMENT HISTORY (CONTINUED)**

