

Joseph Leddy

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EDUCATION:

Leaving Certificate Points: 525

Undergraduate GPA: 3.33

Professional Qualifications: CIMA Management Level, FE1 Candidate.

Bachelor of Business and Law, Quinn School of Business and Sutherland School of Law, UCD.

Relevant Modules:

New Venture Creation & Development, Revenue, Company Law, Employment and Insolvency Law, Marketing Research and Business Strategy, Business Economics and EU Economic Law. Management, and Financial Accounting and Corporate Tax.

PERSONAL STATEMENT:

I am a graduate of Business and Law in UCD, where I traditionally opted for Legal modules with a commercial focus and Business modules with financial aspects or practical, group-oriented projects. I consider myself to be a motivated individual with a keen ability to compose innovative solutions where required. I am a curious, life-long learner with an aptitude for radical collaboration and teamwork.

My time working in various collaborative industries, from a tax department in a professional services firm to childcare and a night club, I have acquired and honed the necessary capabilities to excel in any position and take instruction accordingly.

EXPERIENCE:

Analyst at J.P Morgan: 2022 - Current

- I serve as a contact for a vast portfolio of clients and their corresponding investors. Answering client queries in a timely, accurate fashion and ensuring reviews are completed in a competent and responsible fashion. Providing demonstrations and answering prospective client queries during sales pitches is also a large component of this position. Working closely with global colleagues on a cross functional basis is a fundamental aspect of this position. Ensuring colleagues work is processed and submitted in an accurate and timely manner and client satisfaction is ensured.
- Proficient time keeping, organisational skills and responsible communication are skills that have enabled me to effectively manage multiple clients and investors. Keen attention to detail and the ability to take initiative has enabled me to maintain increasing responsibility at J.P Morgan.

Staff Assist at Ernst & Young: 2021 - 2022

- Carrying out numerous tasks in the Wealth Asset Management and Tax department, such as liaising with clients and Revenue, updating internal and external systems, calculating and processing fees, researching and creating portfolios of competitive entities, reviewing financial information, taking minutes and assisting in client presentations as well as carrying out both advisory work and audits of tax.
- Required numerical, interpersonal, time management and effective presentation skills. Consistent communication, organisational and analytical skills combined with attention to detail and MS Excel and Outlook proficiency were solidified during my time at EY.

Legal Internship at Irish Water: 2019

- Provided assistance to experienced solicitors operating in a pressurised environment with a variety of projects.
- Experienced and excelled in a professional environment, conducting supportive and administrative work, utilising my ability to prioritise and keen attention to detail to present and complete projects efficiently.

LANGUAGES:

English (native), Irish (native) and French (Intermediate).

SKILLS and ACHIEVEMENTS:

- Excellent MS Excel skills, PowerPoint and Word..
- Strong interpersonal and communication.
- High analytical ability and attention to detail.
- Alta 2021 participant.
- Violin and Piano Grade 5.
- Skilled senior barman

EXTRA-CURRICULAR ACTIVITIES:

- Traditional violin, piano, boxing, kickboxing and BJJ.
- Alta participant 2021.