

Christian Jolley – Curriculum Vitae

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[LinkedIn Profile](#)

A passionate and driven young professional with excellent academics and a strong legal background in litigation and data protection. In my previous role as a Data Loss Prevention Analyst at Ecko Security, I collaborated closely with my corporate clients to develop, implement and manage GDPR-compliant data protection strategies. Prior to this, I served as a Legal Assistant in AIG Ireland, where I played a pivotal role in a fast-paced legal team specialising in personal injuries defence litigation. My past experience has honed my exceptional attention to detail and multitasking abilities, allowing me to perform high volumes of complex tasks with precision and consistency. I also excel at building and maintaining effective professional relationships with clients and colleagues alike.

KEY STRENGTHS

- Proven ability to work independently and collaboratively to efficiently achieve objectives.
- Enthusiastic, energetic and brings a 'can do' attitude. Always approachable and ready to help.
- Continually eager to learn and seek out opportunities for self-improvement.
- Highly adaptable and flexible to novel situations or tasks, with a drive to go above and beyond.
- Excellent communication and interpersonal skills used for stakeholder collaboration and client relations.
- Meticulous in every aspect of my work, with a commitment to excellence in everything I do.
- Multitasking and time management skills, with the ability to prioritise tasks and manage expectations.
- Effective analytical skills to identify and breakdown complex issues and communicate solutions.
- Performs well under pressure whilst managing an extensive workload, ensuring key deadlines are met.
- Skilled in client relations, which includes ensuring that clients receive quality assistance, communication, and support throughout their client journey. Client satisfaction is a given.
- Strong technical aptitude with expertise in Microsoft Office Suite, Practice Evolve Case Management System and proficiency in configuring and managing modern Data Loss Prevention tools and technologies.

RECENT HISTORY

June 2024- October 2024: **Backpacking Trip** (South East Asia)

Jan 2023- June 2024: **Ecko Security Ltd.**, 3 Castle Street, Dublin 2 – **Data Loss Prevention (DLP) Analyst**

- Develop, implement, and manage GDPR-compliant corporate DLP strategies, ensuring the security of our client's digital assets and compliance with internal policy/ external regulatory requirements.
- Align data protection policies with ever changing business objectives through collaboration with my colleagues and our client's IT security team, Compliance team and the Data Protection Officer.
- Generate regular status reports, highlight issues faced and solutions found, analyse data trends and verbally present to clients. Answer questions and seek feedback in order to enhance our service offering.
- Identify and classify sensitive data, conduct research and implement findings to refine DLP software tools.
- Monitor security events, investigate data loss incidents promptly, document and report actions taken.
- Create and maintain databases in collaboration with multiple stakeholders ensuring regulatory compliance.

Nov 2021- Dec 2022: **AIG Ireland (Pembroke Solicitors)**, 30 North Wall Quay, IFSC, Dublin – **Legal Assistant**

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- Primary legal assistant to the senior solicitor in a busy in-house legal team dealing with High Court and Circuit Court personal injuries defence litigation. Supported an additional 3 solicitors on an ad hoc basis.
- Comprehensive case management including proficient use of Practice Evolve legal software, including drafting a wide range of pleadings and headed correspondence. Created, edited and used precedents extensively. Meticulous filing of all correspondence and documents, ensuring clear labelling.
- Expert use of Microsoft Outlook to correspond in a professional legal manner with my lead, my team and any external stakeholders, including inter partes correspondence, clients, barristers, doctors, and engineers.
- Ensuring strict compliance with an in-house style guide for all external correspondence.
- Liaise and collaborate with Junior and Senior Counsel, drafted Briefs, letters of instruction, and ensured Counsel were promptly informed of key developments in legal matters.
- Monitoring and answering the main office telephone line in a professional manner, actively listening, taking notes and communicating clearly with all callers. Ensuring messages are relayed to the correct individual.
- Management of the firm's general email account ensuring every email is relayed and filed correctly, processing the daily post, and proactively dealing with each item as required.
- Extensive management of Outlook calendar system for reminders of key dates and follow ups, ensuring no task or deadline is overlooked. Daily use of Excel spreadsheets to track complex responsibilities such as tracking settlements, payments, medical appointments, and engineering inspections.
- Drafting Fee Notes, dealing with opposition Bill of Costs including referrals to Costs Accountants, liaising with accountants and processing the returned marked Bill of Costs. Facilitating cost proposal negotiations.

EDUCATION

2024: Passed all 8 Final Examinations - First Part (FE-1), Law Society of Ireland. - Average Grade: 52%

2020: LL.M. Master of Law, Major in Intellectual Property and Information Technology Law, University College Dublin (UCD), Ireland.

Final Award: (2.1) - GPA of 3.53

- Achieved a First (1.1) in the International Arbitration Project, a bespoke Arbitration training programme offered by UCD to postgraduate law students (Final project linked below).

2018: LL.B. Bachelor of Law, Dublin Institute of Technology (DIT), Ireland. – Final Award: (2.1)

ACADEMIC WRITING SAMPLES



'Reasoned Arbitrators Award'
(Please click here for link)



'Assessing net neutrality in the EU'
(Please click here for link)



'The Failures of the Convention on Biological Diversity'
(Please click here for link)

PERSONAL ACHIEVEMENTS

- Chairperson of the DIT Law & Debating Society. Led a committee which organised debates, competitions and student events. Played a key role in organising a 400-person black tie ball to benefit charity.
- Secretary of the DIT Photography Club, responsible for all committee communications and promotions.
- Achieved a First (1.1) in the DIT Lead Award Programme. This is a year-long leadership programme offered to twenty student leaders in DIT each year.