

Duncan Odic

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PROFILE

Following my graduation from the Master of Laws from the University of Limerick, I have since then been working as part of the in-house legal department of a growing and fast paced financial services company as a Contracts Administrator. I am a highly enthusiastic, hardworking individual who has maintained two jobs during my third year of college. By having work experience in multiple areas of customer service and administration, I have developed excellent communication skills as well as the ability to work well in a team and demonstrate leadership capabilities from my time working in the service industry. I am a very responsible individual who has been delegated tasks in the various positions I have held.

EDUCATION & TRAINING

University of Limerick – September 2020 – August 2021.

- **Degree** – Master of Laws (General) degree (Level 9 NFQ).
- **Exam Results** – First class honours degree.
- **Degree Core Subjects** – Best subjects include an A1 in Law of International Trade Organisations, Counter Terrorism Law and International Business and International Labour Law, as well as a A2 in Contemporary Challenges in Medical Law and Ethics and International Business Transactions.
- **Projects** – My thesis explored the regulation of loot boxes in Ireland. I specifically focused on exploring on the area of gambling and its applicability to the issue of loot boxes, while also considering the decisions of Belgium and the Netherlands in this area of the law, as well as the influence the European Union and the United Kingdom might have on potential regulation of these gambling-like mechanisms in Ireland. My thesis was recently awarded an A2.

University of Limerick – August 2016 – July 2020.

- **Degree** – Bachelor of Law Plus with Economics degree (Level 8 NFQ).
- **Exam Results** – Second Class First Grade Honours.
- **Degree Core Subjects** – Best subjects include an A1 in Microeconomics, in Equity and Trusts and an A1 in my Final Year Project, as well as a A2 in Contract Law, Macroeconomics, International Economics, Jurisprudence, Law of Torts and Law of the European Union and Equity and Trusts.
- **Projects** – Completed various moot as part of the following modules: Introduction to Lawyering and Law of Torts. My Final Year Project focused on at the potential impact of Article 11 (now Article 15) and Article 13 (now Article 17) of the European Directive Copyright on internet copyright laws, specifically relating to YouTube creators and memes, and I was rewarded with an A1. Completed an 8-month long industry placement as part of my degree which has allowed me to develop my working skills and to gain an insight of the corporate world.

Pobascoil Inbhear Sceine, Kenmare, Co. Kerry – August 2013 – June 2015.

- **Qualification** - Leaving Certificate
- **Exam Results** – 500 points - All topic were at honours level including an A1 in French, a B2 in History, a B3 in English a B3 in Math, a B3 in Biology, and a C1 in Physics.

CAREER HISTORY

European Depository Bank (An Apex company), Dublin, Co. Dublin

- **Date:** 15 November 2021 – Current.
- **Title:** Contracts Administrator (Associate – Level 3).
- **Duties:** Working in the legal department of Apex Company Fund Services. I was mainly analysing, reviewing contracts, extracting key data points and compiling them into reports which were then discussed at weekly and monthly meetings. This also includes various ad hoc jobs for the in-house legal counsels, such as drafting some documents, helping with finalising agreements and creating various document repositories. I was also working closely with other departments such as Human Resources, IT etc. As such, I was often described as a gatekeeper with my work being essential not only from a legal viewpoint but also for other departments.

Brookfield Hall Student Accommodation, Castletroy, Co. Limerick

- **Date:** 11 May 2020 – 22 August 2021.
- **Title:** Custodian.
- **Duties:** Working for a busy student accommodation as a custodian. Duties involved cleaning apartment, painting them if needed, as well as dealing with resident's inquiries outside of office hours. Queries from residents include reactivating key cards, investigating noise complaints, patrolling around the property, fixing doors, and helping residents when required.

Gallivan Murphy Insurance Brokers, Killarney, Co. Kerry

- **Date:** 13 Months total; 8 Month Paid Internship from 21 May 2018 to 18 January 2019, 5 Month Summer Job from 27 May 2019 to 6 September 2019.
- **Title:** Administrative Agent
- **Duties:** Working for an Insurance broker as part of both the Renewals and the New Business teams. Main duties included processing direct debit application which would then be sent to the lending company, issuing renewal letters, taking inventory of cash each day, issuing new business documents to customers who were getting their insurance with GMHD for the first time and scanning copies of post in the mornings. I would also be asked to do certain duties as requested by my managers. I received training in anti-money laundering, implication of new procedures and data protection. Due to my aptitude for my duties as well as my hard-working attitude, I was asked to come back to work for the summer where I carried out similar duties to those I had during my placement.

Maison Gourmet, Kenmare, Co. Kerry

- **Date:** 7 July 2018 – 17 March 2019.
- **Title:** Server
- **Duties:** Taking orders, serving customers, making coffee and handling cash. This includes correct use of the cash register and credit card machine.

Kenmare Bay Hotel, Kenmare, Co. Kerry

- **Date:** 4 September 2017 – 20 May 2018.
- **Title:** Bartender
- **Duties:** Taking orders, serving customers, cleaning tables and handling cash. This job required me to always be diligent, as shifts could be very long and serving customers can prove to be demanding. I received training in manual handling during my time in this position.

Sheen Falls Lodge, Kenmare, Co. Kerry

- **Date:** 24 August 2015 – 3 September 2017.
- **Title:** Demi-chef de rang (Server)
- **Duties:** Taking orders and reservations, serving customers in the restaurant as well as in room service as requested. I was required to have a strong knowledge of the wines and the different spirits offered on site. Responsibilities and professionalism were high as Sheen Falls is a five-star hotel.

ACHIEVEMENTS

- Leaving Certificate.
- Second class First Grade Honours Bachelor of Laws from UL.
- Silver President's Volunteer Awards in 2019.
- Gold President's Volunteer Awards in 2020.
- Committee member of the UL Karate Shotokan Club – I served as Fundraising officer, as well as Treasurer.

SKILLS

- **Organisational:** Effective at managing time and prioritising tasks.
- **Responsibility:** Handling large amounts of cash and given the responsibility to take care of direct debit application during my placement.
- **Communication and Interpersonal:** Strong communication skills from multiple years' experience working in customer service.
- **Computer:** Proficient use of Microsoft Word, Excel, PowerPoint and Outlook during college and work experience. Knowledge of R (coding language).
- **Teamwork:** Have years of experience working in close teams during my time as a waiter, and more recently through my work placement in Gallivan Murphy Hooper Dolan.
- **Legal Research:** Having been studying law for 5 years, I have built considerable legal research skills.

PUBLICATIONS

- Duncan Odic, “Time to Level Up the Regulation of Loot Boxes in Ireland?” (2021) 28(9) *Commercial Law Practitioner* 184.

INTERESTS

- **Languages:** Native French speaker. Some knowledge in Spanish.
- Member of several college societies including the UL Karate Shotokan Club and the UL Law Society.
 - Held the positions of Treasurer and Fundraising Officer for the UL Karate Shotokan Club. This included carrying out charity work to fund a trip to Japan to train with some of the finest sensei in the world.
- **Travel:** Huge interest in travelling and learning new cultures and languages.
- **Sports:** Played rugby for my local county in France.
- **Movies:** I am an avid cinema goer. My favourite movie is Coppola’s “The Godfather”.

REFERENCES

- **Professor Raymond Friel** – Head of the School of Law of the University of Limerick.
- **Dr. John Lombard** – Lecturer at the University of Limerick.
- **Tony Geoghegan** – Director at Brookfield Hall Student Accommodation.
- **Tina O’Sullivan** – Human Resources Manager at Gallivan Murphy Insurances Brokers.
- **Stefan Nunn** – Former Manager at Apex Group Ltd.
- **Kieran Loughran** – Head of Legal for Europe at Apex Group Ltd.
- **Neil O’Keeffe** – Head of Legal for Corporate Services at Apex Group Ltd.

ADDITIONAL INFORMATION

- Full clean Driving Licence – Category B.
- French Citizenship – As a European citizen, I am eligible to work in the European Union.
- Passed two FE-1 Exams (Property Law, and Equity and Trusts). I have recently sat three more FE-1 Exams (Criminal Law, Law of the European Union, and Tort Law). Pending the results, I am hoping to sit the remaining three at the next sitting in March.