

Gill Patricia GILLESPIE

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My professional experience includes teaching, publishing, editing, research and assisting the Dean of a University, and the Managing Partners of the offices of two different international American law firms. Although broad, this experience has included the recurring elements of supporting top management, conducting varied research and gaining new responsibilities or additional roles quickly.

Education

Griffith College, Dublin – Diploma

2016-2018

Diploma in Legal Studies and Skills for Practice (which included modules in Contract Law and Company Law). Result: II.I

University of London – M.A.

2011-2012

M.A. in Paris Studies: the History and Culture of Paris. The master's degree focused on the history of France from the context of key events in Paris and also involved the study of French literature, poetry, art history and film. Graduated with: I.I

Trinity College Dublin – B.A.

2006-2010

English Literature and German History & Literature (which included mandatory time spent in Germany – one summer in Bavaria and another summer in Berlin). Graduated with: II.I

Professional Experience

ByrneWallace

September 2018 - Present

Legal Intern: I am currently an intern in the corporate department, working closely with the EU, Competition and Regulated Markets Group, which advises Irish and international clients on all aspects of Competition Law and has expertise in regulated sectors such as energy, financial services, life sciences, pharmaceuticals, healthcare, transport, telecommunications and media. In my role I assist the team with things such as their research needs, summarising case law, drafting notes or memos to be integrated into advices for clients and taking notes at client meetings.

Morgan, Lewis & Bockius¹

August 2017 – June 2018

Legal Assistant: as assistant to the Partner-in-Charge Izzet M. Sinan, at the Brussels office of the global American law firm Morgan, Lewis & Bockius LLP my responsibilities include: editing legal documents, assisting with the completion of court filings, and conducting research. I am also the team assistant for three other competition lawyers (including one partner and two associates).

Research tasks include: gathering information from legal research platforms, including: Westlaw, Hein Online, Practical Law, LexisNexis; prospective client research and compiling of company information; looking up cases on EUR-Lex, Curium, DG COMP website and the websites of various national competition authorities; gathering articles relating to a particular case from a variety of online platforms, news sites and online journals such as MLex, Parr Global, Bloomberg, the Financial Times, the Economist, Le Monde, Die Welt, Global Competition Review; gathering of firm sectoral or industry experience for pitches; searching for clauses in Share Purchase Agreements or other contractual agreements from past filings.

Administrative tasks include: creating and managing excel spreadsheets as a way of organising past filings and all folders (hyperlinking between local drive and iManage Filesite in order to keep track of physical and electronic locations

¹ Morgan Lewis is based in Philadelphia, has 2,200 legal professionals spread through 30 offices across North America, Europe, Asia and the Middle East, and its clients include global Fortune 100 companies. The Brussels office practice is focused mainly on competition law.

of documents and files); transcription of memos, letters and other documents; printing, indexing and binding of documents; entering time-sheets using IntApp DTE; processing expenses; organising travel for the lawyers; on-boarding new clients and creating new matters.

Gibson, Dunn & Crutcher

March 2016 – June 2017

Legal secretary, librarian and academic assistant: as legal secretary and assistant to the Partner-in-Charge (Peter Alexiadis) at the Brussels office of the law firm Gibson, Dunn & Crutcher LLP my responsibilities included: editing legal documents; assisting with the completion of court filings; managing the library and conducting research. **Research tasks included:** research and referencing for Mr. Alexiadis' published articles and generally providing the Brussels office lawyers with research assistance, sending them articles which may be of interest based on their areas of expertise or searching for articles which they had trouble locating using legal research services such as Westlaw, Hein Online, Practical Law, LexisNexis and MLex. **Administrative tasks included:** processing expenses and invoices in Chrome River; preparing cover letters and invoices to be sent to clients; entering lawyers' hours into Expert Time; opening new client profiles and matters; advanced formatting of documents; creating PowerPoint presentations; creating budgets, charts and tables in Excel; translating documents from French to English; and proof-reading documents.

As academic assistant to Mr. Alexiadis in his capacity as professor and course leader: I assisted with the coordination of the “Competition Law and Regulated Network Industries” course, which is part of the LL.M. in Competition Law at King's College London (as Mr. Alexiadis is the leader of this LL.M. course). This role involved coordinating with lawyers at various firms and legal professionals at the European Commission who lecture on the course to create; organising the timetable for the academic year; compiling/updating reading lists for the students; collecting lecturers' course materials (slides and notes); managing the King's College KEATS webpage for the course (where I published all materials for the students and gave them a weekly update on their class schedule and any other important information such as their required reading for upcoming classes). I also made transport and accommodation reservations for the lecturers and processed their reimbursements. I provided assistance with the updating of all materials for this course, for example, amending any information about important cases which were pending the previous year and adding new relevant cases and legislation.

University of London Institute in Paris (ULIP)

September 2012 - July 2014

(Position combined three roles)

Personal Assistant to the Dean (Professor Andrew Hussey). As P.A., I provided confidential secretarial support, managed the Dean's agenda, and coordinated meetings. I made travel arrangements for the Dean, the academic staff and all university guests (hotel and transport bookings). I assisted in the preparation of papers, reports and presentations, including undertaking preliminary research: drafting, editing and formatting documents; minute taking; collaborating with the Communications Officer to create promotional material for ULIP; and helping with new hire administration: cataloguing incoming CVs and highlighting top candidates.

Associate Director of the centre for the Study of European and North African Relations (SENAR). The role involved organizing a conference in Rabat, Morocco in association with the British Council, hiring and training an intern, managing the budget, working on the development of the SENAR's social media and web site and editing all online content. SENAR's director Professor Andrew Hussey has since closed this centre at ULIP and launched the Centre for Post-Colonial Studies at the School of Advanced Studies.

Editorial assistant of 'Francosphères', the critical journal of French Studies. Responsibilities included budget management, organizing and managing deadlines, translating abstracts, proofreading and copy-editing articles. I liaised with writers, peer reviewers, photographers, printers, designers and production staff, and organized the launch of the

journal in Paris. The journal's editorial board includes some of the UK's leading academics in French Studies. <http://francospheres.liverpooluniversitypress.co.uk>

Other Experience

American School of Paris 2015 – 6 months

English Teacher and tutor for French children aged 5 to 15.

Fat Tire Bike Tours, Paris 2015 – 4 months

Tour guide: giving historical tours of central Paris on bicycles and Segways.

Les Petits Bilingues, Paris 2012 – 7 months

English Teacher for French children aged 3 to 12.

ECU, the European Independent Film Festival, Paris 2012 – 9 months

Writing spotlight articles, blogging, interviewing filmmakers for ECU, the European Independent Film Festival. Also for online content: proof-reading and correcting translations written in French and English. <http://www.ecufilmfestival.com>

OPEN Sevilla, Seville, Spain 2010-2011 – 1 year

Taught English as a foreign language and Business English to Spanish, South American and Central American adults.

Little Island Books, Dublin 2010 – 1 month

Internship at publishing house for children's literature (included proof-reading; creating summaries and translation work).

Skills & Achievements

Awarded scholarship – Nathan, Quinn & Esmond Fund in 2011 for my Master's degree tuition fee.

I.T. – Advanced/Proficient use of: Microsoft Office, Adobe Acrobat, Nuance PDF, Chrome River, DTE, Expert Time, InterAction, Keats, WordPress, Drupal. Intermediate Photoshop skills. Basic skills in coding: Typo3, CSS3, HTML5.

Languages – French (bilingual), German (fluent), Spanish (basic).

Courses – Qualified Cambridge CELTA English language teacher (IH Clic, Seville); Internet Giants: The Law and Economics of Media Platforms (University of Chicago MOOC on [Coursera.org](https://www.coursera.org)).

Interests

Travelling: spent 8 months in Southeast Asia from 2014-2015, during which time I edited online content for a travel site and Facebook page called "The Vagabonders", and kept my own blog. I also enjoy surfing, scuba diving (PADI certified diver), painting, playing piano (passed Grade 8), horse riding, creative writing and long walks with my dog.

Professional References

Contact details upon request.