**James Griffin**

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**Address:** 26 Clifden Court, Ellis quay, Dublin 7

**Executive Summary**

A highly motivated law graduate with financial services experience and currently working as a legal review assistant in one of Irelands leading commercial law firms. I have passed all FE1’s and I am now seeking a training contract in a commercial law firm.

**Education & Qualifications**

**Law Society of Ireland *2018-2019***

All 8 FE1’s passed.

**Maynooth University *2014-2015***

Master’s degree: Global Legal Studies.

Final Grade: 2:1.

Modules Studied included World Trade, Funds, Public Procurement and Aircraft Financing Law.

**Maynooth University *2011-2014***

Undergraduate Degree: Law and Business.

Final grade: 2:1.

Favourite modules include Property, Company, Criminal law and Strategy & Innovation

**Carndonagh Community School, Donegal *2005-2011***

Leaving Certificate.

Business (A2), Biology (B2), English (B3), Chemistry (B3), French (D1), Maths (O-A2), Irish (O-B3).

**Employment profile**

 **McCann Fitzgerald Solicitors *Oct 2018 – Present***

**Legal Review Assistant seconded to the finance department working primarily on behalf of a busy state funded client**

* Drafting Suites of security documentation (including Charges, Form 52’s and C1’s).
* Reviewing documentation provided including insurance policies and construction documentation.
* Liaising internally with the property and construction departments.
* Communicating daily with the client and external solicitors.
* Preparing and serving relevant post-closing documentation and notices.
* Attending the Department of Foreign Affairs to have documents apostilled.
* Arranging for documents to be notarised.

 **State Street International (Ireland) Limited *Oct 2015 - Feb 2018***

 **Transfer Agent-Associate II**

* Administration of services pursuant to the portfolio of hedge and private equity funds.
* Processing subscriptions, redemptions, transfers, exchanges and switches.
* Inputting bank details for redemptions and fee invoices.
* Reviewing AML documentation for new investors to ensure compliance with the companies policies and procedures
* Communicating with investors, investment managers, auditors and all relevant fund participants including the internal NAV accountants, treasury, legal and compliance teams on a daily basis.

 **OTHER WORK EXPERIENCE**

 **John Doherty Construction Ltd *Apr 2018 – Aug 2018***

 **Building Labourer**

* Preparing the job site daily and ensuring it was safe to work in.
* Delivering and loading materials onto the worksite.
* Labouring for 3 builders and ensuring they had access to the work materials at all times.

**The Square Bar *Summer 2015***

**Bar Tender**

* I was tasked with numerous responsibilities which included providing efficient and friendly service to customers, training new staff and ensuring the safety of the cash at the end of a shift.

**Kelloggs GAA Cul Camps *Summer 2013***

**GAA Coach**

* Encouraged participation among members for an enjoyable activity based camp.
* Communicated with staff members to ensure a safe and enjoyable experience for all participants
* Remained punctual and professional at all times ensuring all administrative activities (headcounts etc.) were performed daily.

**Skills profile**

 **Communication**

* Developed through writing essays, giving presentations in college, maintaining good relationships with investment managers in State Street, liaising with colleagues and external solicitors when closing schemes in McCann Fitzgerald.

 **Team Player**

* As demonstrated in my sports activities, as a staff member in a fast paced working environment and through many group research projects and presentations in college.

 **IT Skills**

* I am proficient in Microsoft Excel, Word and PowerPoint having completed the ECDL course independently during my time at Maynooth University.

 **Organisation**

* Demonstrated by having to prepare daily deliverables in State Street assigning individuals to particular tasks and also prioritising work and meeting deadlines in a high pressured environment working in McCann Fitzgerald

 **Leadership**

* Gained from being an instructor at GAA camps, training new members of staff, participation in group assignments given in college and managing the under 14’s GAA team last season.

 **Research**

* Proven when completing my dissertation during the Master’s degree.

**Achievements and interests**

* Play for my local soccer team Rasheney FC and local GAA team Iorras CLG where I received a runner up medal in the Ulster Junior A club championships 2014.
* Awarded the 2016 Senior Gaelic Player of the year for my GAA team.
* Received a “Donagh” award for two consecutive years in secondary school, an award given to a select number of pupils in each year for recognition of work, attitude and commitment.
* Play guitar regularly and have a keen interest in Irish traditional music.
* Reading, in particular autobiographies.
* Volunteering – Past member of the Maynooth Law Society assisting in exam focused workshops and organising social events, involved in FLAC and regularly help raise money for my local GAA team.

**References**

Mr Colm Fanning (Partner in McCann Fitzgerald)

Email: Colm.Fanning@mccannfitzgerald.com

Mrs Deirdre Griffin (Transfer Agent Vice President in State Street)

Email: Deirdre.Griffin@statestreet.com

 **Appendix – Exam Results**

**FE1 Results**

Contract – 50 – (March, 2018) Criminal – 66 – (March, 2018) Property – 56 – (March, 2018) Tort – 50 – (March, 2018) Company – 55 – (October, 2018) Constitutional – 51 – (October, 2018) EU – 50 – (October, 2018) Equity – 57 - (March, 2019)

**Undergraduate Degree – Business and Law**

*Year 1 - 2012 – Final Grade 2:1*

Contract Law - 53 Tort - 63 Introduction to Management & Teams - 69 Organisational Behaviour - 73 Introduction to Marketing & Sales - 67 The Business Landscape – 74

*Year 2 - 2013 – Final Grade 2:1*

Criminal Law - 70 EU Law - 47 Constitutional Law - 62 Administrative Law - 73 Evidence Law - 54 Financial Accounting For Non - Accountants – 89 Operations and Supply Chain Management – 71 Human Resource Management – 66 Organisational Theory & Design – 71 Marketing Management – 82 Management Information Systems & Information – 63

*Year 3 - 2014 – Final Grade 2:1*

Equity & Trusts - 52 Land Law - 62 Jurisprudence - 65 Company Law - 62 Strategic Marketing - 67 Managing information Technology For Business – 74 Strategic Management - 60 Global Supply Chain Management – 61 Change Management & Organisational Development – 57 Strategy & Marketing – 77

**Master’s Degree – Global Legal Studies**

*2015 – Final Grade: 2:1*

Criminology and Criminal Justice – 67 International Human Rights – 66 International Trade Law – 68 Public Procurement Law – 66 Aircraft Financing – 57 Funds Law - 65 Dissertation - 60