

Jill Quigley

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Profile

Experience working within the compliance department of a multinational organisation and in a private practice law firm. Seeking to secure training contract having passed 3 Final Examination - First Part (FE1) exams and awaiting results for final 5 subjects.

Professional Experience

Compliance Associate, Gerson Lehrman Group (GLG), Dublin Jan 2015 – July 2017

- Provided compliance analysis and advice to GLG's global research team and company executives both in the Dublin and London offices.
- Worked extensively with GLG's Legal Team regarding long term client projects, including reviewing of client contracts.
- Responsible for implementing policies, best practices, and internal and external engagement.
- Worked extensively with staff of various business units to manage compliance issues both within and external to the company.
- Frequently interacted with clients and compliance officers at leading financial institutions and professional services firms providing advice and support for client compliance protocols.
- Conducted compliance training to GLG's research team in both Dublin and London offices.

Full-time Legal Executive, Peter Quigley & Co., Solicitors, Cork. May 2014 – Jan 2015

- Extensive legal research for solicitors including administration of files, reports and legislative research.
- Interaction with clients and solicitors.
- Review and management of legal documents and lodging papers with the courts.
- Preparation of contracts, deeds, closing documentation and probate applications.
- Effectively managing correspondence.
- Assisted with invoices and financial statements.
- Developed strong analytical and communication skills in a busy client-focused environment.

Part - time Legal Executive, Peter Quigley & Co. Solicitors, Cork. 2013 - 2014

- Worked on a part-time basis while completing a Postgraduate Diploma in Law and studying for Law Society of Ireland's Final Examination – First Part.
- Allowed me to develop time-management skills and ability to work under pressure.

Part - time Legal Assistant, Peter Quigley & Co. Solicitors, Cork. 2008 – 2012

- Worked on a part-time basis while studying Finance, French and Mathematics at University College Cork.
 - Provision of administrative and secretarial support to solicitors.
 - Office administration including dictaphone typing, document management and dealing with correspondence.
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Education

Dublin Institute of Technology - Postgraduate Diploma in Law **2013 - 2014**

Grade: Second Class Honours Grade 1

Subjects: Company Law, Contract Law, Property Law, Criminal Law, Equity Law and Core Legal Skills.

University College Cork - Bachelor of Arts, BA (Hons) **2009 - 2013**

Grade: Second Class Honours Grade 2

Subjects: *Mathematical Studies (Second Class Honours Grade 1)*

Statistics, Dynamical Systems, Advanced Calculus, Number Theory, Discrete Mathematics, Abstract Algebra

French (Second Class Honours Grade 2)

Advanced French Language including Literature, Translation, Linguistics and European Cultural Identities

University of Strasbourg, France - Erasmus **2011 - 2012**

Subjects: French Literature and mathematics (all classes and examinations taken through medium of French)

University College Cork - Finance, BSc (Hons) **2008 - 2009**

Subjects: Financial Reporting, Business Finance, Economic Data Collection and Analysis, Management Accounting, Principles of Economic Analysis, Quantitative Techniques for Economics (1st year completed)

Scoil Mhuire College, Cork and Bruce College, Cork **2002 – 2008**

Leaving Certificate Examination: 500 points

Achievements and Interests

- Certificates: GAISCE Award
- Computer Skills: Proficient in Microsoft Word and Excel
- Volunteering: St. Lukes Home, Castle Road, Cork and GOAL
- Interests: Hiking, Cycling, Ballet and Cooking

Referees

Laurence Herman,
General Counsel and Managing Director,
Gerson Lehrman Group,
3rd Floor, 60 East 42nd Street,
New York, NY 10165

Paul Kerrigan
General Counsel
Deloitte Ireland
29 Earlsfort Terrace
Dublin 2