

Niamh Coyle

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Honours BA Graduate and Company Secretary

Areas of Expertise

- ◆ Corporate Governance
- ◆ Client onboarding
- ◆ KYC, AML
- ◆ Governance & Controls
- ◆ Portfolio Management
- ◆ Training & Development

Career Experience

Maples Group, Dublin - Company Secretary & Engagement Committee Rep for Cossec department

Engagement Committee Rep - 1st May 2024 - Present

- Analysing both business and client needs and suggesting resolutions where applicable
- Gathering team feedback and communicating this to the Committee for consideration/resolution
- Communicating Committee decisions and feedback to the CoSec department
- Thus far have helped to implement a number of changes, including changing the firm coffee and tea suppliers and a Calcutta run incentive firm wide etc. More projects are underway for Q4.

Company Secretary, Funds - 1st May 2024 - Present

- Acting as manager to two interns in the Corporate and Secretarial teams
- Portfolio management pertaining to the Management company, PLCs and ICAVs (UCITs and AIFs)
- Main point of contact for client companies, their boards of directors and liaising with lawyers
- Coordinating, scheduling and holding Board, Committee and Shareholder meetings
- Drafting of complex minutes and resolutions, including quarterlies, adhoc and committees
- Coordinating statutory and regulatory filings, maintaining statutory books and records, coordinating document execution
- Advising clients on corporate governance obligations
- Ensuring annual requirements have been met by all entities (financial statement filings, AGMs etc)
- Efficiently using Blueprint, Search4Less, RBO and CORE systems, ensuring all filings are up to date.
- Diligent, Board Intelligence and Boardvantage usage for large board packs

Company Secretary, Corporate - 4th April 2022 – 30th April 2024

- Main point of contact for client companies, their boards of directors and liaising with lawyers
- Coordinating, scheduling and holding Board, Committee and Shareholder meetings
- Drafting of complex minutes and resolutions
- Coordinating complex shareholder and board transactions
- Coordinating statutory and regulatory filings, complex share requests, maintaining statutory books and records, coordinating document execution
- Advising clients within and outside the EEA on Irish corporate governance obligations
- Ensuring annual requirements have been met by all entities (financial statement filings, AGMs etc)
- New business
- Managing, delegating and reviewing work of junior team members
- Onboarding clients both within the EEA and abroad
- Efficiently using Diligent, Search4Less, RBO and CORE systems, ensuring all filings are up to date.

Dillon Eustace, Dublin

Company Secretarial Administrator, Funds - 23rd August 2021 – 1st April 2022

- Alleviating the work of two senior company secretaries and their funds portfolios.
- Coordinating and scheduling Board, Committee and Shareholder meetings
- Organising document execution, notarisation and apostille.
- requesting and compiling reports into boardpacks on Board Vantage and Diligent
- Coordinating statutory and regulatory filings, maintaining statutory books and records.
- Onboarding clients both within the EEA and abroad
- Ensuring each entity has its corporate governance requirements met within and outside of the EEA.
- Working and liaising with Partners and other legal professionals.

Cornmarket, Ireland

Executive Administrator to Director (maternity Cover)

12 January 2021 - 20 August 2021

Doyle Pension and Insurance Management

Personal Assistant to MD (rolling temp contract)

15 May 2020 – 8 January 2021

PWC Ireland

Partner Administrator (maternity cover)

9th September 2019 – 5th May 2020

**Temp Administrator (across multiple companies)
2019**

29th June 2017 - 6th September

Brown Thomas, Dublin

Sales Advisor

3rd July 2013 - 28th June 2017

Education

BA English and French, Hons Degree

University College Dublin, 2019

Leaving Certificate,

Loreto Abbey Dalkey, Co. Dublin, 2013